

Retirement Benefits Information Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request information regarding my retirement benefits as I approach my retirement date of [Retirement Date]. I would greatly appreciate it if you could provide detailed information on the following:

- The types of retirement benefits available to me
- Any necessary steps I need to take to ensure my benefits are activated
- Information on how benefits are calculated
- Any deadlines I should be aware of during the retirement process

Thank you for your assistance in this matter. I look forward to your prompt response.

Warm regards,

[Your Name]