

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request information regarding the retirement investment options available to me as I plan for my future. With retirement approaching, I want to ensure that I make informed decisions regarding my investments.

Could you please provide me with details on the following:

- Available retirement investment plans
- Potential returns on investment
- Risk factors associated with each option
- Any associated fees or penalties

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

Sincerely,

[Your Name]