

Retirement Savings Plan Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the details of the retirement savings plan offered by [Company/Organization Name].

Specifically, I would like to understand:

- The contributions required from employees.
- The company's matching contributions, if any.
- Investment options available within the plan.
- Vesting schedules and withdrawal options.

Your assistance in providing me with this information would be greatly appreciated. Thank you for your attention to this matter.

Sincerely,

[Your Name]