

Retirement Plan Enrollment Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Human Resources Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [HR Representative's Name],

I am writing to formally request an adjustment to my enrollment in the company retirement plan. As an employee of [Company Name], my enrollment details have changed, and I would like to ensure that my contributions reflect my current situation.

Specifically, I would like to [describe the adjustment you wish to make--e.g., increase or decrease contribution percentage, change investment options, etc.]. Please find my current enrollment details below:

- Current Contribution Percentage: [Insert Percentage]
- Current Investment Options: [Insert Options]

I propose to adjust my contributions to [Insert New Contribution Percentage] and change my investments to [Insert New Investment Options]. If necessary, I am available to discuss this matter further.

Thank you for your attention to this adjustment. I look forward to your confirmation of the changes at your earliest convenience.

Sincerely,

[Your Name]