

[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 inquire about the enrollment process for the retirement plan offered by [Company Name]. As I approach the eligibility criteria for participation, I would appreciate more information regarding the options available, deadlines for enrollment, and any additional details I should be aware of.

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

Sincerely,

[Your Name]