

# Retirement Fund Contribution Revision Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Human Resources Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Revision of Retirement Fund Contribution

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to formally request a revision of my contributions to the retirement fund associated with my employment at [Company Name].

As of [current contribution percentage], I would like to propose an adjustment to [proposed contribution percentage]. This change would better align with my current financial goals and retirement planning strategies.

I believe that increasing my contributions will not only benefit my future but also contribute positively to my commitment to the company and its values.

Thank you for considering my request. I am happy to discuss this matter further and provide any additional information if needed. Please let me know the next steps in the process.

Kind regards,

[Your Name]

[Your Job Title]