

John Doe

123 Main Street

Anytown, USA 12345

Email: johndoe@email.com

Date: October 5, 2023

Human Resources Department

XYZ Corporation

456 Corporate Drive

Business City, USA 67890

Dear Human Resources Manager,

I hope this message finds you well. I am writing to inquire about my eligibility for retirement benefits insurance as I approach my retirement date.

Could you please provide me with detailed information regarding the eligibility criteria, benefits available, and any necessary steps I must take to ensure my coverage upon retirement? Additionally, I would appreciate any relevant deadlines or documents I should be aware of.

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

Sincerely,

John Doe

Employee ID: 123456