

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 am writing to formally request a detailed breakdown of my pension plan benefits associated with my account [your account number or identifier]. As I plan for my retirement, it is essential for me to understand the full extent of my benefits including the calculation method and any options available to me.

Please include information on:

- The total accumulated benefits.
- The formula used for benefit calculation.
- Details on any available payout options.
- Information on when I can begin receiving payments.

Thank you for your attention to this matter.

Sincerely,
[Your Name]