

# Retirement Strategy Modification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a modification to my retirement strategy. After careful consideration of my current financial situation and future goals, I believe it is essential to update my plans accordingly.

Specifically, I would like to discuss the following modifications:

- Adjusting my contribution rate
- Reallocating my investment portfolio
- Extending my retirement age

I am keen on ensuring that my retirement strategy aligns with my evolving needs and market conditions. I would appreciate the opportunity to discuss this with you further and explore the best possible options.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]