

# Tax-Deferred Retirement Savings Plan Application

Date: \_\_\_\_\_

To: [Retirement Plan Administrator's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Retirement Plan Administrator's Name],

I am writing to formally apply for enrollment in the Tax-Deferred Retirement Savings Plan offered by [Company/Organization Name]. I understand that this plan will allow me to save for retirement on a tax-deferred basis, maximizing my savings potential.

Below are my personal details for your records:

- Name: [Your Full Name]
- Employee ID: [Your Employee ID]
- Position: [Your Job Title]
- Department: [Your Department]

I would like to contribute [Specify Percentage or Amount] of my salary towards this plan. Please send me any necessary forms and additional information regarding the plan.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Contact Information]