

Retirement Funding Offer

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company Name]
[Company Address]
[City, State, ZIP Code]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

We are pleased to inform you of an opportunity for retirement funding as part of our commitment to your long-term financial well-being. We recognize your valuable contributions and want to ensure you have a secure retirement plan in place.

Details of the offer include:

- Funding Amount: [Insert Amount]
- Funding Type: [Insert Type, e.g., 401(k), pension, etc.]
- Eligibility Criteria: [Insert Criteria]
- Response Deadline: [Insert Deadline]

We encourage you to take advantage of this opportunity to enhance your retirement savings. For additional information or to discuss this offer further, please do not hesitate to contact us.

Thank you for your continued dedication to [Your Company Name]. We look forward to supporting you in securing your retirement.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]