

# Adjustment to Retirement Savings Plan

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you about important adjustments to my retirement savings plan that I would like to implement effective [Insert Effective Date].

After careful consideration of my financial goals and current circumstances, I have decided to make the following changes:

- Increase my contribution percentage to [Insert New Percentage] of my salary.
- Allocate my funds into different investment options, specifically [Insert Investment Options].
- Adjust my target retirement age to [Insert New Age].

These changes are intended to enhance my retirement savings and align my investments with my long-term goals.

Please let me know if you require any further documentation or if there are forms that I need to complete to facilitate these adjustments.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]