

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about the upcoming revisions to our retirement plan structure, which we believe will enhance the benefits for all employees.

The proposed changes include:

- Modification of contribution limits.
- Introduction of new investment options.
- Adjustments to vesting schedules.

We are committed to ensuring our retirement plan meets the needs of our workforce, and we appreciate your feedback during this process. A detailed outline of the revisions will be shared on [Insert Date].

If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Title]