

Retirement Income Tax Benefit Confirmation

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 am writing to confirm the retirement income tax benefits applicable to my retirement account as of [Insert Effective Date]. According to the current tax regulations, I am eligible for the following benefits:

- [Benefit 1 Description]
- [Benefit 2 Description]
- [Benefit 3 Description]

Please provide any additional documentation or confirmation regarding these benefits at your earliest convenience.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]