

Retirement Tax Benefit Application

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Application for Retirement Tax Benefits

Dear [Recipient's Name],

I am writing to formally apply for the retirement tax benefits available under [Specify the relevant tax law or program]. As a dedicated employee of [Company Name] for [number of years] years, I am now approaching my retirement and wish to ensure that all necessary documentation is submitted to avail these benefits.

Details of my employment are as follows:

- Name: [Your Name]
- Employee ID: [Your Employee ID]
- Position: [Your Position]
- Department: [Your Department]
- Date of Retirement: [Your Retirement Date]

Attached to this letter are the necessary documents as per the requirements, including:

- Proof of employment
- Retirement confirmation
- Any other supporting documents

I appreciate your attention to this matter and look forward to your prompt response regarding the processing of my application. Please let me know if any further information is required.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Number]

[Your Email Address]