

Retirement Plan Compliance Requirements

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

As part of our commitment to ensuring compliance with the applicable regulatory requirements regarding our retirement plan, we would like to remind you of the following compliance obligations:

- **Annual Plan Audits:** Ensure that the plan undergoes a comprehensive audit by an independent auditor.
- **Form 5500 Filing:** Complete and file Form 5500 with the IRS by the deadline.
- **Participant Disclosure:** Provide plan participants with adequate disclosures regarding fees and investment options.
- **Testing Requirements:** Conduct necessary nondiscrimination and coverage testing to comply with ERISA regulations.
- **Distribution Compliance:** Ensure proper procedures for payment of benefits and distributions to participants.

We encourage you to review these requirements and confirm that all necessary actions are being taken to maintain compliance. Should you have any questions or need further clarification, please do not hesitate to contact us.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]