

Approval of Revised Pension Plan Contribution Amounts

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that your request for the revision of pension plan contribution amounts has been reviewed and approved. The new contribution amounts will be effective as of [Effective Date].

The approved contribution details are as follows:

- Employee Contribution: [Insert Amount]
- Employer Contribution: [Insert Amount]

We appreciate your commitment to ensuring a sustainable pension plan for all employees. If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]