

# Letter of Explanation for Pension Plan Contribution Decrease

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I am writing to inform you about a recent adjustment to my pension plan contributions. Due to [briefly explain reason, e.g., changes in financial circumstances, company policy adjustments, etc.], I have decided to decrease my contributions to the pension plan effective [insert date].

This decision was not made lightly, and I understand the importance of maintaining a robust retirement plan. However, [provide a brief explanation of the situation that led to this decision, e.g., increased living expenses, personal financial setbacks, etc.].

Rest assured, I am committed to reassessing my contributions in the future and hope to return to higher contribution levels as my situation improves. I appreciate your understanding and support during this period.

Thank you for your attention to this matter. Please feel free to reach out if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]