

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Retirement Benefits Information

I hope this letter finds you well. I am writing to formally request information regarding my retirement benefits as I approach my retirement date of [Retirement Date].

Please provide me with the details regarding the following:

- Eligibility and calculation of my retirement benefits
- Options available for receiving my benefits
- Necessary forms and documentation required for processing
- Any deadlines I should be aware of

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Employee ID (if applicable)]