

TODAY'S DATE

NAME OF THE HEAD OF HUMAN RESOURCES DEPARTMENT

Human Resources Department

NAME OF THE COMPANY OR GOVERNMENT AGENCY

COMPANY OR AGENCY'S ADDRESS

COMPANY OR AGENCY'S ADDRESS LINE #2

CITY, STATE, ZIP CODE

Dear \_\_\_\_\_:

I am/was an employee with the group and have questions regarding its pension and retirement benefit plans.

1. Please confirm that I qualify for a retirement pension and/or retirement benefits from the group.
2. Please likewise confirm the scope and start-date of these benefits: What specific payments of income will I enjoy? What other retirement benefits? On what date will these benefits commence?
3. I am also concerned about the funding status of these plans and want to be sure my benefits will not be diluted. **Kindly provide confirmation by an independent external auditor that the group's (a) pension and (b) benefit plans are fully, adequately, and realistically funded at the present time. Please also provide independent confirmation that the group's assumptions regarding future investment performance in these plans are also realistic and sober.**

Thank you for your help. I look forward to your reply and independent reports.

Sincerely yours,

YOUR SIGNATURE

YOUR NAME IN PRINT

YOUR MAILING ADDRESS