

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

D A T E

N A M E
A D D R E S S L I N E
C I T Y, S T A T E Z I P C O D E

Re: N A M E Pension Plan Summary Plan Description

Dear N A M E:

Enclosed herewith please find a copy of the N A M E Pension Plan Summary Plan Description. This will provide you with the needed information to access your Pension Plan when the time comes.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

BY:

/
Enclosure