

PLEASE RE-TYPE
ON YOUR
COMPANY LETTERHEAD

DATE

GROUP NAME & GROUP NUMBER

Dear Sirs,

We would like to institute PLAN NAME/PLAN DESCRIPTION plan and PLAN NAME/PLAN DESCRIPTION plan for COMPANY NAME for MONTH/DAY/YEAR.

The PLAN will be for the Owners/Management and the PLAN will be for the Staff/Employees.

The Owners/Management include the following employees/job titles:

1. A
2. B
3. C
4. D

The Staff/Employees include the following employees/job titles:

1. E
2. F
3. G
4. H

Thank you for your prompt attention to this matter.

Sincerely,

X

OWNER