Dear Plan Participant,

The Department of Labor requires that our company’s Employee Benefit Plan be audited yearly. As a plan participant, this is very important for you. The purpose of the audit is to have a third party verify that the plan’s funds are being handled properly and according to the plan document. An important part of that process is verification of randomly selected Plan Participant’s Data.

You should receive a letter in the mail from our accounting firm. Please do not throw it away. It is a legitimate request from our accounting firm and is important that you respond. We ask that you follow the instructions in the letter to access your confirmation, review the requested information, and submit a response. You can access the form online, or fill out the letter and return. Use the attached guide to help with the process.

Thank you for your cooperation and assistance in this process.

Sincerely,