

[Company Letterhead]

[Date]

[Executive Name]

[Job Title]

[Address]

Subject: Notification of Executive Cost of Living Allowance (COLA) Adjustment

Dear [Executive Name],

As part of our annual executive compensation review process, the Compensation Committee has completed its evaluation of the Cost of Living Allowance (COLA) for the upcoming fiscal year. This review ensures that our executive compensation packages remain competitive and aligned with current economic indicators and market shifts.

Based on the review of the Consumer Price Index (CPI) and relevant geographic data, the Board of Directors has approved an adjustment to your allowance as follows:

- **Current Monthly COLA:** \$[Amount]
- **Adjusted Monthly COLA:** \$[Amount]
- **Effective Date:** [Date]

This adjustment will be reflected in your first payroll cycle following the effective date. All other terms and conditions of your executive employment agreement remain unchanged.

We appreciate your continued leadership and contribution to the organization's success. Should you have any questions regarding this adjustment, please contact the Chairperson of the Compensation Committee or the Chief Human Resources Officer.

Sincerely,

[Signature]

[Name of Sender]

[Title, e.g., Chairman of the Board/CEO]