

[Date]

[Member Name]

[Address]

[City, State, Zip Code]

Re: Deferred Retirement Option Plan (DROP) Final Distribution

Dear [Member Name],

This letter serves as official notification regarding the final distribution of your funds from the Deferred Retirement Option Plan (DROP). According to our records, your participation in the plan ended on [Termination Date].

The details of your final distribution are as follows:

- **Total DROP Account Balance:** \$[Amount]
- **Distribution Date:** [Date]
- **Payment Method:** [Direct Deposit / Rollover / Check]

Your distribution has been processed according to the selection you made on your benefit election forms. Please note the following:

- **Lump Sum Payments:** If you elected a cash payment, applicable federal and state income taxes have been withheld as required by law.
- **Rollovers:** If you elected a direct rollover, funds have been transferred to [Financial Institution Name]. You will receive a separate confirmation from that institution.
- **Tax Reporting:** You will receive a Form 1099-R by January 31 of next year for your tax filing purposes.

Should you have any questions regarding this distribution or your monthly retirement benefit, please contact our Benefits Office at [Phone Number] or via email at [Email Address].

Congratulations on your retirement.

Sincerely,

[Authorized Signature]

[Name and Title]

[Organization Name]