

[Company Letterhead/Header]

[Date]

[Union Name]

[Union Representative Name]

[Address]

[City, State, Zip Code]

RE: Notice of Compliance with Retirement Benefit Obligations

Dear [Union Representative Name],

This letter serves as formal notification regarding [Company Name]'s compliance with the retirement benefit provisions established under the current Collective Bargaining Agreement (CBA) dated [CBA Start Date].

Pursuant to Article [Number], Section [Number] of the Agreement, we confirm that the following actions have been taken for the period of [Start Date] to [End Date]:

- **Employer Contributions:** All required contributions to the [Name of Pension/401k Fund] have been calculated and remitted in full.
- **Employee Deferrals:** All payroll deductions for participating members have been processed and deposited into the respective accounts within the required legal timeframe.
- **Reporting:** All necessary census data and hours-worked reports have been submitted to the Plan Administrator.

We have enclosed a summary report detailing the total contribution amounts and the list of covered employees for your records. This documentation ensures that all eligible bargaining unit members are receiving the credits and benefits to which they are entitled.

If there are any discrepancies or if further documentation is required, please contact [Name/Department] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Authorized Official]

[Title]

[Company Name]

cc: [Plan Administrator / Human Resources File]