

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]
[Your Union Card/Member ID Number]

[Date]

[Name of Pension Fund Administrator or Union Local Officer]
[Union Local Number]
[Organization Name]
[Address]
[City, State, Zip Code]

Subject: Notice of Retirement and Application for Pension Benefits

Dear [Recipient Name],

Please accept this letter as formal notification that I intend to retire from my position as [Your Job Title] with [Employer Name]. My final day of employment will be [Date].

As a member in good standing of [Union Name/Local Number], I am writing to formally initiate the transition to my retirement benefits. I am requesting a complete application packet for my pension benefits and any other retirement funds for which I am eligible.

I would appreciate it if you could provide the following information:

- The official retirement application forms.
- A formal statement of my accrued pension credits and estimated monthly benefit amount.
- Information regarding the continuation of health insurance or retiree medical benefits.
- A list of any additional documentation required to process my transition (e.g., birth certificate, marriage license).
- The anticipated timeline for the commencement of my first benefit payment.

Please send all correspondence and forms to my home address listed above. If you require any further information or wish to schedule a meeting to discuss my transition, please contact me at [Your Phone Number].

Thank you for your assistance and for the support the Union has provided throughout my career.

Sincerely,

[Signature (if sending by mail)]
[Your Printed Name]