



Western Air Lines/Delta



Pension Benefit Information
PO Box 111
Tiburon, CA 94920

Pension Benefit Information

1110 Mar West
Tiburon, CA 94920
www.aboutmyletter.com
(415) 435-2319
Reference #: 123456

T-7 100 500

Jane Doe
12345 Easy Street
Anytown, CA 12345



September 24, 2008

Dear Jane Doe :

The services of our firm, Pension Benefit Information, have been engaged by the former employer, plan or agency named below to update their records. It is important that you confirm your mailing address at this time, or verify that the address they have is current. Once we obtain your current address, you may receive more specific information from the entity named in the box. It is important for employers to regularly confirm or update addresses so they will not be penalized by government agencies. If we do not hear from you, the proceeds to which you may be entitled may be forfeited under applicable state laws.

Western Air Lines/Delta

You may be entitled to proceeds related to an annuity, as a result of your employment at Western Air lines. Please update your address information below so we can send you important information.

The form at the bottom of this letter has been provided for you to verify or correct the information needed. A return envelope is included. It is important that you respond as soon as possible, so that the follow-up mailings can take place. The information you provide will be held strictly confidential and will be provided only to your former employer or an administrator acting on their behalf. NOTE: you may receive a 2nd letter from us regarding this project, forwarded by the IRS. You can disregard the second letter if you have responded to this mailing. Thank you for your cooperation

✂ - - - - - (Please return portion below in the enclosed postage paid envelope) - - - - -

Check One

- The address information at the right is correct.
- The address as printed at the right is incorrect. I have made changes to correct the information.

If addressee is deceased, please supply beneficiary information below:

Date of Death: _____
 Beneficiary Name: _____
 Relationship: _____
 Beneficiary SSN: _____
 Beneficiary Address: _____



Reference #: 123456

Jane Doe
12345 Easy Street
Anytown, CA 12345

1 1 40 19 69921

