

Date: _____

Participant name: _____

Last known address: _____

Last known City, State, Zip: _____

Re: Plan Name: _____

Dear Participant:

In accordance with current policy, the Internal Revenue Service has agreed to forward this letter to you because we do not have your current address. The Service has not disclosed your address or any other tax information and has no involvement in the matter, aside from forwarding this letter. Any response from you is completely voluntary.

Due to your termination of employment with our company, you are entitled to receive a distribution of your vested account balance from the above referenced retirement plan. We request that you contact our office to receive information on how to receive this distribution of money, which is payable to you from the retirement plan. Please contact the following at your earliest convenience:

Name: _____

Address: _____

City, State, Zip _____

Telephone Number: _____

Thank you.

Yours truly,

Trustee Signature