

SAMPLE LETTER - SEND REGISTERED, RECEIPT REQUESTED

UNITED PARCEL SERVICE
HUMAN RESOURCES/RETIREMENT
55 GLENLAKE PARKWAY NW
ATLANTA, GA 30328

ATTENTION: ADMINISTRATOR

TO WHOM IT MAY CONCERN:

MY NAME IS _____. MY SOCIAL SECURITY
NUMBER IS _____.

I BEGAN WORK AT THE _____ BUILDING AS A PART-TIMER
ON _____. I GAINED SENIORITY AS A FULL-TIMER ON _____.

I WOULD LIKE TO KNOW HOW MANY SERVICE CREDIT YEARS AND MONTHS I HAVE
IN MY PART-TIME PENSION. HOW MANY BENEFIT YEARS AND MONTHS? DO I
QUALIFY FOR THE BUY-OUT? HOW MANY VESTING YEARS? WHAT IS MY PENSION
WORTH?

PLEASE SEND THE ABOVE INFORMATION TO MY ADDRESS:

THANK YOU FOR YOUR HELP.

SINCERELY,