

your**logo**here

{Insert Date}

To: {401(k) Provider Contact}

Re: Request for Information

{Company Name} is requesting information regarding its corporate 401(k) plan, specifically the plan level 408(b)(2) fee disclosure for the current year. Information submitted in response to this RFI will become the property of {Company name}.

We appreciate your response to this request.

Best regards,

{Name}

{Title}

{Company Name}