012345678901
<<ContactName>>
ATTN: <<ATTN>>
<<Street1>>
<<Street2>>
<<City>>, <<State>> <<Zip>>-<<Zip4>>

<<Date>>

Dear Plan Sponsor:

I'm writing to invite you to complete a web survey about the time and money spent on federal retirement plan reporting obligations.

We need your help with our ongoing efforts to reduce taxpayer burden. We've heard that retirement plan reporting requirements are time consuming and expensive. By taking some time to answer the survey questions now, you can help us reduce the reporting burden faced by organizations like yours.

You may view and complete the survey by following the enclosed web survey instructions. Your participation is voluntary and I assure you that all information you provide will be used for research purposes only. You won't be asked about the financial details of your organization.

To see the official IRS announcement regarding this survey, go to the IRS website: https://www.irs.gov/statistics/2017-pension-plan-burden-survey. If you have questions about the survey you can call 855-828-6291. To learn more about research on taxpayer burden go to the IRS website: https://www.irs.gov/pub/irs-soi/d13315.pdf.

This survey is being conducted by Westat, a well-known research organization.

Thank you in advance for your help.

Sincerely,

Benjamin D. Herndon
Chief Research and Analytics Officer
Research, Applied Analytics & Statistics

For Sample Use Only