Subject:

Following up: Enroll now in your retirement plan Body:

I hope you found the recent retirement plan meeting that I conducted for your company useful. Your plan is a great benefit that can help you pursue the life you want in retirement.

For more information about the benefits of your plan, visit **[INSERT EDUCATIONAL WEBSITE URL HERE IN BOLD TEXT].**

In case you missed the meeting or have additional questions, I want to let you know that I’m here to help. Please let me know if I can assist with your retirement planning. You can also learn more about retirement savings and get a customized action plan by accessing the **ICanRetire** website after you log in to your account.

Sincerely,

[Name] [Title]

[Company name]

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