

## **INSERT YOUR COMPANY LOGO**

Existing 401k Vendor Name  
Contact Name  
123 Main Street  
Anytown, Any State ZIPCODE

Dear Sir or Madam:

As prudent fiduciaries we take our responsibility seriously for insuring that the assets of our trust are invested for the sole benefit of participants, and that all costs are reasonable in consideration of the services being offered.

As I am sure you are aware, the Department of Labor has suggested standard fee disclosure formats which we have not yet received from you, and we are requiring as a policy for all current and future vendors to our plan.

We therefore respectfully request that you please complete the enclosed forms within thirty days of receipt of this notification.

Sincerely,

Your Name  
Trustee