Dear Client/Plan Administrator,

In order to improve the efficiency and security of the upcoming audit of your Employee Benefit Plan, we have decided to utilize a new tool created by Confirmation.com—the world’s leading provider of online audit confirmations.

A very important part of the audit is testing the data of plan participants. As the Plan Administrator, your help will be vital in communicating to the employees the importance of them responding to our audit request and also that the email or letter they will receive is a legitimate request. I will be providing you with step by step instructions to help along the process and make this as smooth as possible.

I look forward to working with you and thank you for your assistance in advance.

Sincerely,