

John Doe
123 Mystery Lane
Confusion, MI

September 6, 2001

VIA CERTIFIED MAIL -- RETURN RECEIPT REQUESTED

Plumbers and Pipe Fitters Retirement Plan
1234 Corruption Court
Los Angeles, CA 91790

Attn.: Mr. Wolfe, Plan Administrator

Re: John Doe, SSN: 123-45-7890; DOB: 6/19/32

Dear Plan Administrator,

I am writing to request information regarding my retirement benefits under the Plumbers and Pipe Fitters Retirement Plan (Plan). I held a variety of plumbing and pipefitting positions with numerous Los Angeles Area employers from March 1961 to September 1987. I was a card-carrying union member (Number 92749020) from March 1961 until I took a withdrawal in May of 2001. So that I may evaluate my rights to benefits under the Plan, please send me the following documents and information:

1. Complete copies of the Summary Plan Description (with Summary/ies of Material Modifications) Plan Document the Plan as they were in effect on my last date of covered employment under the Plan; and the current Plan if different.
2. Complete copies of the collective bargaining agreements between the Pipefitters and the following covered employers for whom I worked:
 - Larry's Pipe March, 1961 through April 1979
 - Jim's Industrial Supply May 1979 through January 1981
 - Phoebe's Plumbing February 1981 through September 1987
3. Copies of any and all documentation necessary to verify the calculation of my benefits under the Plan including, but not limited to: records or summaries from which can be ascertained the years and/or portions of years for which I was receiving or should have received credit under the Plan; benefit calculation logs and worksheets, etc.
4. A copy of my latest Individual Benefits Statement and Summary Annual Report

These requests are made pursuant to Sections 104 and 503 of the Employee Retirement Income Security Act of 1974 (ERISA) and applicable Department of Labor Regulations. I would be happy to forward you any reasonable duplication fees related to this request and look forward to your response within 30 days. I thank you in advance for your prompt attention to this matter.

Cordially,

John Doe

John Doe
123 Mystery Lane
Confusion, MI

Date

VIA CERTIFIED MAIL -- RETURN RECEIPT REQUESTED

Big Company Savings and Retirement Plan
1234 Corruption Court
Los Angeles, CA 91790

Attn.: Mr. Wolfe, Plan Administrator

Re: John Doe, SSN: 567-89-0123; DOB: 6/19/32

Dear Plan Administrator,

I am requesting information regarding benefits under the Big Company Savings and Retirement Plan or Plans. I held the position of Assistant Accounting Clerk at the Big Company's El Segundo location from March 1961 to September 1987.

To evaluate my rights under any pension or retirement savings plan or plans offered by the Big Company during my employment there, please send me the following:

1. Summary Plan Descriptions (with Summary/ies of Material Modifications) and complete Plan Documents for any Big Company Plans that may have covered me during my employment, as they were in effect on my last date of covered employment under the plan.
2. A copy of my complete pension file including, but not limited to: records or summaries from which can be ascertained the years and/or portions of years for which I was receiving or should have received credit under the Plan; all documents and correspondence between the Plan and myself.
3. Any other information or documentation necessary to verify the accuracy of my benefit calculation(s) under the plan(s) that may have covered me during my employment.
4. Any forms, instructions or other documentation necessary to perfect a claim for benefits under the plan(s) that may have covered me during my employment.

These requests are made pursuant to Sections 104 and 503 of the Employee Retirement Income Security Act of 1974 (ERISA) and applicable Department of Labor Regulations. I will forward any reasonable duplication fees related to this request and look forward to your response within 30 days. Thank you for your attention to this matter.

Cordially,

John Doe