|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| {stdMbrFullName}  {x stdMbrAdrCorStreet1}  {x stdMbrAdrCorStreet2}  {x if stdIsUSA = 1}  {x stdDomesticStateInternationalCountry}  {x else}  {x stdDomesticStateInternationalCountry}  {x stdMbrAdrCountryDesc}  {endif} | |  |  |

Thank you for meeting to discuss your upcoming retirement under the Motion Picture Motion Picture Industry Pension Plan (the “Pension Plan”) and the Motion Picture Industry Individual Account Plan (the “IAP”) (collectively, “MPI”). This is to confirm that you would like to retire on **{dtRetirementdate}** under the **{RetType}** retirement provision.

In order to complete the retirement process, you must submit the following forms and/or documents:

|  |  |
| --- | --- |
| |  | | --- | | **{tb Documents Pending}** | |
|  |

If applicable, have a representative from your financial institution complete and sign Page 2 of the Lump Sum Distribution Election Form(s) before submitting the form(s) to MPI.

**Note:** **In order to prevent automatic cancellation of your retirement request, MPI must receive the required documents by** **{istrOneDayPriorRtDate}.**

If you have any questions, please contact MPI’s Participant Services Center by email at service@mpiphp.org or by telephone at (855) ASK-4MPI between 8 a.m. and 5 p.m. Pacific Time, Monday through Friday.

{stdLoggedInUserFullName}, Retirement Benefits Date

See your Summary Plan Description for additional information about the plans. Benefits are subject to final verification, review and adjustment. If applicable, these amounts may be subject to change in accordance with any divorce or Qualified Domestic Relations Order ("QDRO"), which may or may not be on file. In the event of any inconsistency between any communications and the provisions of the plans, the actual provisions of the plans shall govern.