Subject:

Retirement meeting follow-up

Body:

Thank you for attending the recent retirement plan meeting that I conducted for your company. 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.

Sincerely,

[Name]  
[Title]  
[Company name]