**PlanPremier® Sample Blackout Extension Notice**

***[print on your company letterhead]***

***[To customize this notice, edit the text in brackets. Delete brackets and replace or delete instructions shown in italics; unitalicized text in brackets may be included, if appropriate.]***

[Date]

Dear participant or beneficiary:

We recently informed you that the blackout period for our retirement plan’s move to Capital Group, home of American Funds®, would end during the week of [*insert original end date*]. However, because additional time is needed to set up accounts and reconcile the existing retirement plan balances, the blackout period will be extended through the week of [*insert new end date*].

Aside from this extension of the blackout period, the information conveyed in the original notice remains the same. As a reminder, you won’t be able to access your account information, change the amount you contribute, change your [future *or* current]investments, or request distributions[or loans] permitted by the plan until the blackout period has ended**.**

If you have any questions regarding the extension, including whether the blackout period has ended, please call [*insert company contact name and phone number*].

Cordially,

[Plan sponsor contact name]

[Title]

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