

**VIA CERTIFIED MAIL**

Board of Trustees for [INSERT NAME OF FUND]  
ADDRESS

RE: Information Request Regarding [INSERT NAME OF FUND] (the "Fund")

Dear Sirs or Madam:

I am writing to request formally certain information with respect to the status of **CONTRACTOR COMPANY NAME** (the "Company") as a participating employer in the Fund. I am specifically requesting:

1. An estimate of the Company's withdrawal liability if the Company were to withdraw from the Fund during the current plan year.
2. In the event that an estimate of the Company's withdrawal liability for the current plan year cannot be provided within sixty (60) days, I am requesting:
  - a. An estimate of the Company's withdrawal liability if the Company were to have withdrawn from the Fund during the most recent plan year to have concluded; and
  - b. An estimate as to when the Company might be able to obtain an estimate of current-year withdrawal liability if such cannot be provided within the next sixty (60) days.
3. A copy of the Company's participation agreement with the Fund.
4. A copy of the plan document for the Fund, including all amendments thereto.
5. A copy of the summary plan description for the Fund, including all summaries of material modifications thereto.
6. A copy of the trust instrument for the Fund, including all amendments thereto.
7. A copy of all Fund withdrawal liability rules and procedures, as well as all amendments thereto, including any provisions pertaining specifically to the building and construction industry.
8. A copy of any rehabilitation plan or funding improvement plan adopted by the Fund as a result of the Pension Protection Act of 2006 ("PPA").

It is my understanding that the Company is legally entitled to the documents requested herein. However, I also understand that there may be copying charges associated with these requests, and that there may be a charge for the withdrawal liability estimate given that an actuary is involved in

preparing the estimate. Please call me at your earliest convenience to discuss these charges in advance, as well as to discuss the timeframe for the provision of the request materials.

Thank you in advance for your prompt attention to this matter.

Sincerely,