Exciting news!  [Sender Company] is pleased to announce a great enhancement to our client service model. On (Date) we will be launching **PlanSponsorLink.com**, our secure web site for sending and receiving your plan’s information.  We feel that the security of your plan data is our highest priority and using **PlanSponsorLink.com** gives us the ability to send and receive documents and other plan information in an easy, secure environment.

At this time of year we begin our collection of your year-end census and employer data. This process allows us to perform compliance and recordkeeping services that ensures your Plan’s continuing qualification status.  For (Year), this collection process will take place through **PlanSponsorLink.com**.  The process is simple, safe and should reduce the amount of time that was required previously.

During the week of (Week Date), you will receive an email containing instructions for **PlanSponsorLink.com**.  Beginning (Date), you can access the site through our company website at (www.yourcompanywebsite.com).  To access the link, click on the link for **PlanSponsorLink.com.** After arriving at the site, click the Forgot Password link and enter your email address when prompted.  The system will then send a secure password to the email address entered.  Once you receive the password, you will be able to log in and customize your password. Then, you may begin the year-end data collection process.

Our staff will be available to help with any questions you may have as you complete the collection process.  The web site is very intuitive and will guide you through the process to completion.  However, if you have any difficulty, please do not hesitate to contact us.

Regards,

[Sender First Name] [Sender Last Name]  
[Sender Company]  
[Sender Email]