**Subject: See Yourself Saving: A New, Easy Retirement Account Option**



Dear [Employee name],

-OR-

Dear [Company Name] Employees,

Having a way to save for the future is important, and that’s why I am pleased to announce that [name of company] is among the first in the nation to help our employees save with *my*RA (*my* Retirement Account). *my*RA is a simple, safe and affordable new savings option developed by the U.S. Department of the Treasury.

Retirement can sometimes seem far away, unexpected expenses get in the way, and saving money isn’t always easy. So *my*RA is specially designed to make saving for retirement an easy choice – no hassles, no fees and no hidden costs. You decide how much you want to save – as little as a few dollars a month, up to $5,500 per year.\* It’s a positive action you can take right now to take more control of your future and ensure your money grows over time.

Best of all, with *my*RA, saving is automatic. Once you sign up, decide how much money you want to contribute each payday, and give that information to [name of department, job title or person], your part is done. Your money is deposited directly into your *my*RA account, which you can access online to manage and watch your savings grow.

To learn more and sign up, I encourage you to go to ***my*RA.treasury.gov**.

On the *my*RA website, you can sign up in just three simple steps that take about 10 minutes or less. [Name/email/phone extension] in [department] can assist you with your questions and help set up your ongoing direct deposit contribution into your *my*RA account. In addition, the *my*RA Customer Support Center is available to help with account maintenance or program questions at **855-406-6972** or **TTY/TDD 855-408-6972** or **International 1-414-365-9616**. You can also send an e-mail to ***my*RA@treasury.gov**.

I hope you’ll check out *my*RA today. Depending on your situation, it could be just what you need to get in the savings habit and take more control of your future.

[Name or Signature of Sender]

\*Annual and lifetime contribution limits and annual earned income limits apply, as do conditions for tax-free withdrawal of interest. Limits listed are for 2014 and may be adjusted annually for cost-of-living increases. To learn about key features of a Roth IRA and for other requirements and details, see ***my*RA.treasury.gov**.