



UNITED STATES OF AMERICA  
**RAILROAD RETIREMENT BOARD**

OFFICE HOURS: 9:00 AM TO 3:30 PM  
MONDAY THROUGH FRIDAY EXCEPT FEDERAL HOLIDAYS

TOLL-FREE NUMBER: 1-877-772-5772  
FACSIMILE NUMBER: 1-XXX-XXX-XXXX

In reply refer to

Please furnish us with the items indicated on the enclosed checklist, which are needed to support your claim under the Railroad Retirement Act. If you have difficulty in obtaining any of the documents, let us know so that we can help you obtain them or an acceptable substitute.

If you have any questions about this letter, or if you need additional information, please contact this office. If you write to us, give us a telephone number at which you can be reached.

Sincerely,

Enclosures:  
Form G-242  
Envelope