

Retirement Fund Allocation Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the allocation of my retirement funds in accordance with the policies outlined by [Company/Organization Name].

As I approach my retirement, I would like to ensure that my funds are appropriately managed. Specifically, I would like to request that [detail specific allocation requests, e.g., percentage allocations, specific funds, etc.].

Thank you for your assistance in this matter. Please let me know if you need any further information or documentation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]