

Retirement Fund Transfer Authorization Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to authorize the transfer of my retirement fund to [New Fund Provider/Account Name]. Please find my details below for the transfer:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Current Fund Provider: [Current Fund Provider Name]

New Fund Provider: [New Fund Provider Name]

Transfer Amount: [Specify Amount or "Entire Balance"]

I understand that this transfer may take some time, and I appreciate your assistance in expediting the process. Please confirm the completion of the transfer at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]