

Approval Letter for Beneficiary Funds Retrieval

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Beneficiary's Name]

[Beneficiary's Address]

[City, State, Zip Code]

Dear [Beneficiary's Name],

We are pleased to inform you that your request for retrieval of beneficiary funds has been officially approved. After careful review of your documentation, we have confirmed your eligibility to access the funds as outlined in the original agreement.

Please find the details regarding the retrieval process below:

- Amount Approved: [Insert Amount]
- Account Number: [Insert Account Number]
- Retrieval Date: [Insert Date]

We kindly ask you to contact our office at [Phone Number] to schedule the retrieval or if you have any questions regarding this approval.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company/Organization]