

Beneficiary Fund Retrieval Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the retrieval of funds as a beneficiary of the [Specify Fund/Account Name] associated with [Insert Relevant Details such as Policy Number or Account Number].

As a beneficiary, I am entitled to the funds following [mention the reason for the retrieval, e.g., the passing of the account holder, completion of an agreement, etc.]. Enclosed are the necessary documents to support my application, including [list the documents, e.g., death certificate, identification, claim form, etc.].

Kindly let me know if any additional information is required to expedite this process. I appreciate your prompt attention to this matter and look forward to your swift response.

Thank you for your assistance.

Sincerely,

[Your Name]