

Pension Fund Withdrawal Request Due to Financial Hardship

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Pension Fund Administrator's Name]

[Pension Fund Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Pension Fund Administrator's Name],

I am writing to formally request a withdrawal from my pension fund due to significant financial hardship. My account number is [Insert Account Number].

Due to [briefly explain your situation, e.g., job loss, medical emergencies, etc.], I am currently facing financial difficulties that prevent me from [explain the impact, e.g., meeting basic living expenses, paying bills, etc.].

I have attached [list any supporting documents, e.g., termination notice, medical bills] to support my request. I kindly ask that you expedite the processing of my application as the funds are crucial for my immediate needs.

Thank you for considering my request. If you need any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]