

# **Pension Fund Withdrawal Request for Relocation Expenses**

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Pension Fund Name]

[Pension Fund Address]

[City, State, Zip Code]

Subject: Request for Pension Fund Withdrawal for Relocation Expenses

Dear [Pension Fund Administrator's Name],

I hope this message finds you well. I am writing to formally request a withdrawal from my pension fund, account number [Your Account Number], to assist with relocation expenses due to [brief explanation of the reason for relocation, e.g., "a job transfer", "personal reasons", etc.].

As per the policies governing the pension fund, I believe that this withdrawal is within the permitted circumstances for relocation. I have attached the necessary documentation, including [list any relevant documents, e.g., "proof of new employment", "new lease agreement", etc.], to support my request.

I kindly ask that you process this request at your earliest convenience and inform me if any further information is required. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]