

Confirmation of Hardship Withdrawal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter is to confirm the receipt of your hardship withdrawal request submitted on [Insert Submission Date]. We understand that you are facing challenging circumstances, and we are committed to assisting you during this time.

Your request is currently under review, and we aim to process it as promptly as possible. Please allow us [insert timeframe] to finalize our review and get back to you with the outcome.

If you have any questions or need further assistance, please do not hesitate to reach out.

Thank you for your patience.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]