

Request for Early Withdrawal Due to Unforeseen Hardship

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Institution/Company Name]

[Institution/Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an early withdrawal from my [specific account/retirement plan] due to unforeseen financial hardship. I have encountered unexpected circumstances that have made it necessary for me to access these funds, which include [briefly describe the situation, e.g., medical expenses, job loss].

I understand that there may be policies regarding early withdrawals, but I kindly ask for your consideration of my situation. I have attached supporting documentation that outlines my current circumstances and the urgency of my request.

Thank you for your attention to this matter. I would appreciate your prompt response as I am in need of these funds to alleviate my current hardship.

Sincerely,

[Your Name]