

Inquiry for Hardship Withdrawal Eligibility

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about my eligibility for a hardship withdrawal from my retirement account. Due to [briefly explain your situation], I am exploring options available to me for accessing these funds.

Could you please provide me with information regarding the requirements and process for applying for a hardship withdrawal? I would appreciate any guidance on the documentation needed and any specific criteria I must meet.

Thank you for your assistance regarding this matter. I look forward to your prompt response.

Sincerely,

[Your Name]