

Early Retirement Application for Benefits

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit my application for early retirement benefits. After careful consideration, I have decided to retire effective [Insert Retirement Date]. My [Insert number] years of service with [Company/Organization Name] has been immensely fulfilling, and I am grateful for the opportunities I have had to contribute to the organization.

According to my understanding of the benefits policy, I am eligible to receive early retirement benefits, and I kindly request that you provide me with the necessary information and procedures to facilitate this process.

Please let me know if you require any further documentation or information from my side. I am looking forward to your prompt response to my application.

Thank you for your attention to this matter.

Sincerely,

[Your Name]