

Pension Plan Enrollment Withdrawal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the withdrawal of my enrollment from the pension plan offered by [Company's Name]. My account details are as follows:

Account Number: [Your Account Number]

Plan Type: [Type of Pension Plan]

As per the guidelines outlined in the pension plan documentation, I would like to proceed with the withdrawal effective immediately. Please let me know if you require any additional information or documentation to process my request.

Thank you for your attention to this matter. I look forward to your prompt confirmation of my withdrawal.

Sincerely,

[Your Name]