

Retirement Plan Withdrawal Instructions

Date: [Insert Date]

To: [Plan Administrator's Name]

From: [Your Name]

Subject: Withdrawal Instructions for Retirement Plan

Dear [Plan Administrator's Name],

I hope this message finds you well. I am writing to formally request a withdrawal from my retirement plan, account number [Your Account Number], as I am planning to retire on [Retirement Date].

Please find below the details regarding my withdrawal instructions:

- **Withdrawal Amount:** [Specify Amount]
- **Withdrawal Type:** [Lump Sum/Partial Withdrawal]
- **Preferred Method of Payment:** [Check/Direct Deposit]
- **Account Information (for Direct Deposit):**
 - Bank Name: [Your Bank Name]
 - Account Number: [Your Account Number]
 - Routing Number: [Your Routing Number]

If there are any forms or documents that I need to complete for this process, please let me know at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]