

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[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 the loan options available against my retirement account. As I consider my financial planning for the future, understanding the terms, interest rates, and eligibility criteria for such loans is crucial for me.

Could you please provide me with the following information:

- Types of loans available against my retirement account
- Interest rates and repayment terms
- Eligibility requirements for taking out a loan
- Any potential fees associated with the loan

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

Sincerely,

[Your Name]