

Retirement Account Loan Release Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that your request for the release of loan funds from your retirement account has been approved. The total amount of [Insert Amount] will be made available to you in accordance with the terms of your retirement plan.

As per the loan agreement, the funds will be transferred to your designated account within [Insert Time Frame] from the date of this letter. Please ensure that your account details are accurate to avoid any delays.

If you have any questions regarding this process or the terms of your loan, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]