

# Request for Retirement Account Loan Provision

Date: [Insert Date]

To: [Retirement Plan Administrator's Name]

[Company/Plan Name]

[Company Address]

[City, State, Zip Code]

Dear [Retirement Plan Administrator's Name],

I am writing to formally request a loan provision from my retirement account under the [Specify Plan Name] plan. As a participant in the plan, I understand my eligibility for a loan, and I would like to proceed with the process.

The purpose of this loan is [briefly explain the reason for the loan, e.g., home purchase, medical expenses, etc.]. I believe that this financial assistance will significantly help me in managing my current situation.

I would appreciate it if you could provide me with the necessary forms and information regarding the loan amount, payment terms, and any associated fees. Additionally, please let me know the required documentation I need to submit.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]