

# Account Transfer Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that your retirement account transfer request has been processed. Below are the details regarding the account transfer:

- **Current Account Holder:** [Your Name]
- **Account Number:** [Your Account Number]
- **Transfer Amount:** [Transfer Amount]
- **New Account Holder:** [New Institution's Name]
- **New Account Number:** [New Account Number]

This transfer will take effect on [Transfer Date]. Please ensure that you review your new account statements once the transfer is complete.

If you have any questions or require further assistance, do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]