

Investment Withdrawal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Account Provider's Name]

[Account Provider's Address]

[City, State, Zip Code]

Dear [Account Provider's Name],

I am writing to formally request a withdrawal from my retirement account, account number [Insert Account Number]. Due to [briefly explain reason for withdrawal], I have decided to withdraw a portion of my investment.

I would like to withdraw the amount of [Insert Amount] and request that the funds be distributed to me via [preferred distribution method, e.g., check or direct deposit]. Please let me know if there are any forms that I need to complete to facilitate this process.

I appreciate your prompt attention to this matter. If you have any questions, please feel free to contact me at [your phone number] or [your email address].

Thank you for your assistance.

Sincerely,

[Your Name]