

401(k) Fund Withdrawal Permission Letter

Date: _____

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number

To: [Plan Administrator's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Plan Administrator's Name],

I am writing to formally request permission to withdraw funds from my 401(k) account. Below are my account details:

Account Holder Name: [Your Name]
Account Number: [Your Account Number]

I would like to withdraw the amount of \$_____ for the following reason: [Reason for withdrawal].

By submitting this request, I understand the implications and tax consequences associated with early withdrawal, as outlined in the plan documents. I also confirm that I have read and consent to the relevant terms and conditions.

Please let me know if you require any further information or documentation to process my request.

Thank you for your assistance.

Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]