

Request for Early Withdrawal from Retirement Fund

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Retirement Fund Provider's Name]

[Provider's Address]

[City, State, Zip Code]

Dear [Retirement Fund Provider's Name],

I am writing to formally request an early withdrawal from my retirement fund account, [Account Number], due to [briefly explain reason, e.g., financial hardship, medical expenses, etc.].

According to the terms and conditions of the retirement fund, I understand that I am eligible to request an early withdrawal under certain circumstances. I have attached [list any required documentation] to support my request.

I appreciate your attention to this matter, and I look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email] should you require any further information.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]