

# Retirement Savings Access Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request access to my retirement savings under the [Specify Plan Name, e.g., 401(k), Pension Plan, etc.]. Due to [briefly explain the reason, e.g., financial hardship, medical expenses, etc.], I find it necessary to access these funds.

My account details are as follows:

- Account Number: [Insert Account Number]
- Plan Administrator: [Insert Administrator's Name]

I have attached the required documentation to support my application. Please let me know if you need any additional information. I appreciate your assistance in this matter.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]