

Investment Account Withdrawal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Investment Company Name]

[Investment Company Address]

[City, State, Zip Code]

Dear [Investment Company Contact/Customer Service],

I am writing to formally request a withdrawal from my investment account, [Account Number], as part of my retirement planning. After careful consideration, I have decided to withdraw a total amount of \$[Withdrawal Amount].

Please process this withdrawal at your earliest convenience and let me know if you require any additional information or documentation to proceed.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]