

Withdrawal Request for Retirement Fund Rollover

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company/Institution Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the withdrawal of my funds from my retirement account for the purpose of rolling over to another retirement account. My account details are as follows:

Account Number: [Your Account Number]

Account Type: [Your Account Type]

Please process this request promptly and advise me of any forms or further information you may require to finalize this matter.

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

Sincerely,

[Your Name]