

Retirement Fund Withdrawal Request

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

[Date]

[Retirement Fund Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Retirement Fund Manager's Name],

I am writing to formally request a withdrawal from my retirement fund account due to my recent loss of employment. My details are as follows:

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

As I have been laid off from my position at [Your Former Employer's Name] on [Date of Job Loss], I am in need of accessing my retirement funds to support my financial obligations during this challenging time.

Enclosed are the necessary documents that verify my employment termination, alongside any additional forms you may require to process this request. I would appreciate it if you could expedite the processing of my withdrawal application.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

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