

Retirement Fund Withdrawal Request

Date: [Current Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to formally request a withdrawal from my retirement fund due to financial hardship. My name is [Your Name], and my account number is [Your Account Number].

Due to unforeseen circumstances, [briefly explain the nature of your financial hardship, e.g., medical expenses, job loss, etc.], I find myself in urgent need of financial support. After careful consideration and reviewing my options, I believe that accessing my retirement funds is necessary to alleviate my current situation.

I kindly ask you to process my request at your earliest convenience. I understand the implications of withdrawing from my retirement fund, but my current circumstances leave me with no other viable options.

Thank you for your understanding and support. Please let me know if you require any further information or documentation to facilitate this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]