

# Retirement Fund Withdrawal Request for Education Expenses

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Retirement Fund Administrator's Name]

[Retirement Fund Institution's Name]

[Institution's Address]

[City, State, ZIP Code]

Dear [Retirement Fund Administrator's Name],

I am writing to formally request a withdrawal from my retirement fund account, [Account Number], for the purpose of covering education expenses for [your child's name or your own education].

As per the rules governing the withdrawal, I believe that this request is justified due to [briefly explain the reason, such as enrollment in an educational institution, course details, etc.].

I have attached all necessary documentation, including proof of enrollment and estimated expenses, to support my request.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]