

# Retirement Fund Withdrawal Request

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Retirement Fund Provider's Name]

[Provider's Address]

[City, State, ZIP Code]

Dear [Fund Manager's Name],

I am writing to formally request a withdrawal from my retirement fund, account number [Your Account Number], to assist in the purchase of a home. I have decided to take this step to fulfill my dream of homeownership and believe that accessing my retirement funds will enable me to achieve this goal.

As per the guidelines outlined in your policy for home purchases, I have attached the necessary documentation to support my request, including proof of sale agreement and my identification.

I kindly ask for your assistance in processing this request at your earliest convenience. Please let me know if there are additional forms or further information required from my end.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]