

Withdrawal Request for Travel Expenses

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Retirement Fund Manager's Name]

[Retirement Fund Name]

[Fund Address]

[City, State, Zip Code]

Dear [Retirement Fund Manager's Name],

I am writing to formally request a withdrawal from my retirement fund for the purpose of covering travel expenses. As a participant in [specific retirement plan], my account number is [Your Account Number].

Due to [brief explanation of reason for travel, e.g., family emergency, vacation, etc.], I need to access funds for travel-related costs. I kindly request the amount of [specific amount] to be disbursed to my designated bank account.

Attached are the necessary documents, including [list any attached documents, e.g., travel itinerary, receipts, etc.], to support my request.

I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]