

[Your Name]
[Your Employee ID Number]
[Your Phone Number]
[Your Email Address]

[Date]

[HR Manager Name or Plan Administrator Name]
[Company Name]
[Company Address]

Subject: Request for Retirement Account Withdrawal

Dear [Name of Administrator],

I am writing to formally request a withdrawal from my retirement account [specify plan name, e.g., 401(k) or Pension Plan] associated with my employment at [Company Name].

I would like to request a [select one: Partial / Full] withdrawal of my funds. Please process this request based on the following details:

- **Reason for Withdrawal:** [e.g., Retirement, Financial Hardship, or Separation from Service]
- **Distribution Amount:** [Enter specific dollar amount or "Total Balance"]
- **Payment Method:** [e.g., Direct Deposit, Mailed Check, or Rollover to IRA]

Please provide me with the necessary forms and a summary of any tax implications or penalties associated with this transaction. If there are additional steps required to complete this process, please let me know at your earliest convenience.

Thank you for your assistance with this matter.

Sincerely,

[Signature (if sending by mail)]

[Your Typed Name]