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

[Date]

[Financial Advisor/Institution Name]
[Institution Address]

RE: Notice of Retirement and Portfolio Liquidation for Account(s): [Account Number(s)]

Dear [Name of Advisor or Account Manager],

Please accept this letter as formal notification of my retirement, effective [Date]. As I transition into this new phase, I am requesting the full liquidation of my investment portfolio held within the above-referenced account(s).

I wish to sell all current holdings, including stocks, bonds, and mutual funds, at the prevailing market price. Please execute these trades as of [Desired Liquidation Date].

Following the liquidation of these assets, please transfer the total cash balance via [Wire Transfer / Check / ACH] to the following destination:

- **Bank Name:** [Bank Name]
- **Routing Number:** [Routing Number]
- **Account Number:** [Account Number]

I am aware of potential tax implications and any applicable transaction fees associated with this request. Please contact me immediately if any additional documentation or verbal verification is required to complete this process.

Thank you for your assistance in managing my investments over the years.

Sincerely,

[Your Signature]

[Your Printed Name]