

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Financial Institution Name]
[Department Name]
[Address]
[City, State, Zip Code]

RE: Notice of Intent for Early Withdrawal - Account Number: [Your Account Number]

Dear Customer Service Department,

I am writing to formally request a distribution from my retirement account, [Account Type, e.g., 401(k) or IRA], in the amount of \$[Amount].

I understand that because I am under the age of 59 ½, this withdrawal is considered an early distribution by the Internal Revenue Service (IRS). I acknowledge the following:

- A federal early withdrawal penalty of 10% may be applied to the taxable portion of this distribution.
- Applicable federal and state income taxes will be withheld from the distribution amount.
- This withdrawal may increase my overall taxable income for the current year.

Please process this distribution and send the funds via [Direct Deposit/Check] to the following destination:

[Bank Name / Mailing Address]
[Routing Number and Account Number, if applicable]

I have attached the required distribution forms and a copy of my identification for verification purposes. If there are any further requirements or if you need additional information, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]