

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

[Date]

[Financial Institution Name]  
[Account Manager or Department Name]  
[Institution Address]

RE: Retirement Account Withdrawal Request  
Account Number: [Your Account Number]

Dear [Name of Contact Person or Customer Service Department],

I am writing to formally request a withdrawal from my retirement account mentioned above. I would like to request a [One-time / Partial / Full] distribution in the amount of \$[Amount].

Please process this distribution using the following method:

- Direct Deposit (Bank Name: [Bank Name], Routing: [Number], Account: [Number])
- Check sent to my address on file

Regarding tax withholdings, please [withhold / do not withhold] federal and state taxes from this distribution. I understand that I am responsible for any tax liabilities or penalties incurred by this transaction.

Please let me know if there are any additional forms required to complete this process. I can be reached at [Your Phone Number] if you have any questions.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]