

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an early retirement benefit based on my eligibility and the terms outlined in our employee benefits program.

As of [your retirement date], I will have completed [number of years] years of service with [Company/Organization Name]. After careful consideration, I have decided to take advantage of the early retirement option available to me.

I believe that this decision aligns with my personal and professional goals, and I am eager to move forward with this transition. I would appreciate your guidance on the next steps involved in processing my request.

Please find attached the required documents and forms needed to initiate the early retirement benefits process. I would like to schedule a meeting to discuss my options in more detail at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]