

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

[Recipient's Name]  
[Investment Fund Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Withdrawal from Investment Funds

I am writing to formally request the withdrawal of my investment from [specific fund name or account number] with [Investment Fund Company Name].

I would like to withdraw a total amount of [specific amount or percentage], effective immediately or as per the terms outlined in my investment agreement.

Please let me know if any further documentation is required to process this request. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]