

401k Hardship Withdrawal Letter

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

[Date]

[Designated Person's Name]

[Designated Person's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

RE: Request for a withdrawal from 401k account number [Number]

Dear Designated Person's Name:

If you find yourself in a difficult financial situation, you may be able to take a hardship withdrawal from your 401k. This can be a helpful way to get access to the money you need, but it's important to make sure that you meet all of the requirements and follow the proper procedures.

When requesting a hardship withdrawal, you will need to provide a letter explaining your financial situation and why you need the money. Your letter should be detailed and specific, and you will need to include documentation to support your claims. Once your letter is submitted, the plan administrator will review it and determine if you are eligible for a hardship withdrawal.

If you are granted a hardship withdrawal, there are certain restrictions and tax implications that you should be aware of. Be sure to talk to your financial advisor or tax professional before taking any action so that you can understand all of the potential implications.

Sincerely,

[Signature of Employee]

[Printed Name of Employee]

List of Enclosures: [Proper Forms, Medical Report]