

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Bank Name]
[Branch Name]
[Bank Address]
[City, State, ZIP Code]

Subject: ATM Withdrawal Request

Dear [Bank Manager's Name],

I am writing to request an ATM withdrawal from my account. Below are the details of my account and the requested withdrawal:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Withdrawal Amount: [Amount in Words] ([Amount in Numbers])
- Date of Withdrawal: [Date]

I would appreciate your assistance in processing this withdrawal at your earliest convenience. Should you require any additional information or verification, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

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