

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

[Bank Name]  
[Branch Name]  
[Bank Address]  
[City, State, Zip Code]

Subject: Request for ATM Withdrawal

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request an ATM withdrawal for my account.

**\*\*Account Details:\*\***

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Amount to Withdraw: [Withdrawal Amount]

As a student, I require this amount for [state purpose, e.g., tuition fees, books, etc.]. I understand that I am subject to the bank's terms and conditions regarding withdrawals.

Please let me know if any additional information or documentation is required to process my request.

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

Sincerely,

[Your Signature (if submitting by mail)]

[Your Printed Name]

[Student ID Number] (if applicable)