

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

[Date]
[Bank Name]
[Bank Address]
[City, State, ZIP Code]

Subject: ATM Withdrawal Request

Dear [Bank Manager's Name],

I am writing to formally request a withdrawal from my account via ATM.
Below are the details of my account and the withdrawal request:

****Account Holder Name:**** [Your Name]
****Account Number:**** [Your Account Number]
****Withdrawal Amount:**** [Amount]
****Reason for Withdrawal:**** [Reason]

I appreciate your assistance with this matter and look forward to your prompt response.

Thank you.

Sincerely,

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