

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

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

Subject: ATM Withdrawal Request

Dear [Bank Manager's Name],

I am writing to formally request an ATM withdrawal from my account [Account Number]. Due to [brief reason for withdrawal, if applicable], I require access to my funds at this time.

I would like to withdraw the sum of [Amount to be Withdrawn] and would appreciate your assistance in processing this request.

Please let me know if you require any further information or documentation. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]