

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

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

Subject: ATM Withdrawal Request

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to formally request an ATM withdrawal from my account, details of which are provided below:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Withdrawal Amount: [Amount]

Date of Request: [Date]

I kindly request that you process this withdrawal at your earliest convenience. Please let me know if you require any further information or documentation.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]