

[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 hope this letter finds you well. I am writing to formally request an ATM withdrawal from my account. Below are the details for the transaction:

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

Please let me know if you require any further information or documentation to process this request. Thank you for your assistance.

Sincerely,

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