

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

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

Dear [Bank Manager's Name],

I am writing to request a withdrawal from my account [Account Number] at [Bank Name]. Please process a cash withdrawal of [Amount] at your earliest convenience.

Thank you for your assistance.

Sincerely,
[Your Name]