

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

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

Subject: Request for ATM Withdrawal

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 of my account and the transaction requested:

- Account Holder's Name: [Your Name]
- Account Number: [Your Account Number]
- Amount Requested for Withdrawal: [Amount]
- Date of Withdrawal: [Date]

Please process this request at your earliest convenience. I understand that standard procedures may apply, and I am willing to comply with any necessary requirements.

Thank you for your prompt attention to this matter. Should you need any further information, please feel free to contact me at the phone number or email address listed above.

Sincerely,

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