

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

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

Subject: Request for ATM Withdrawal

Dear [Bank Manager's Name],

I am writing to request an ATM withdrawal from my account [Your Account Number]. Due to [reason for withdrawal, e.g., emergency expenses, travel, etc.], I would like to proceed with the withdrawal of [specified amount]. Please find my identification details below:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Type of Account: [Savings/Current/Other]

I kindly ask you to process this request at your earliest convenience. If any further information is required, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

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