

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

Subject: Request for Overseas ATM Withdrawal Access

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request assistance regarding my ATM card for overseas use.

I am planning to travel to [Destination Country] from [Start Date] to [End Date] and would like to ensure that I can withdraw cash from ATMs during my stay.

My account details are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Card Number: [Last Four Digits of ATM/Card Number]

I would appreciate it if you could confirm that my ATM card is activated for international transactions and advise me of any fees or restrictions I should be aware of.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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