

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

[Bank's Name]  
[Bank's 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.

Here are the details of my account:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Amount Requested: [Amount]

I understand the usual limitations regarding ATM withdrawals and assure you that this request complies with your bank's policies.

Please let me know if you require any further information or documentation to process my request.

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]