

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

[Bank's Name]
[Bank's Address]
[City, State, ZIP Code]

Subject: Urgent Request for ATM Withdrawal

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to request an urgent ATM withdrawal from my account due to [briefly explain the reason, e.g., unexpected expenses, travel, medical emergency].

Account Details:

Account Holder Name: [Your Full Name]

Account Number: [Your Account Number]

Withdrawal Amount: [Specify Amount]

I kindly ask for your assistance in facilitating this transaction at your earliest convenience. I understand that certain procedures must be followed, and I appreciate your prompt attention to this matter.

Thank you for your understanding and support. I look forward to your swift response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]