

[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 Personal ATM Withdrawal

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request a personal ATM withdrawal from my account, [Your Account Number], at [Bank's Name]. I would like to withdraw the amount of [Withdrawal Amount] for personal use.

Please let me know if any further information is needed to process this request. I appreciate your assistance in this matter.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]