

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

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

Dear [Bank Manager's Name],

I am writing to formally request a withdrawal from my account (Account Number: [Your Account Number]) at your bank.

Due to [brief reason for withdrawal, e.g., "urgent personal expenses"], I would like to withdraw the amount of [desired amount] from my account. Please let me know if further information is required to process this request. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]