

[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 Cash Withdrawal

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request a cash withdrawal from my account via an ATM.

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Withdrawal Amount: [Amount in Words] (\$[Amount in Numbers])

I understand the withdrawal limits and abide by the bank's policies regarding cash withdrawal.

Thank you for your assistance. Please let me know if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]