

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

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

Dear [Bank Manager's Name],

Subject: Request for Funds

I hope this letter finds you well. I am writing to formally request funds from my account ([Account Number]) at [Bank's Name]. The purpose of this request is [briefly explain the reason for the funds, e.g., a personal loan, home improvement, business investment, etc.].

[Provide any necessary details regarding the amount requested, repayment terms, or any relevant information that supports your request.]

I have been a customer of [Bank's Name] for [duration of time], and I have maintained a good standing with my account. [Optional: Mention any previous transactions or accounts that demonstrate your reliability as a customer.]

I appreciate your attention to this matter and look forward to your prompt response. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]