

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

[Recipient's Name]  
[Credit Union's Name]  
[Credit Union's Address]  
[City, State, Zip Code]

Subject: Withdrawal Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a withdrawal from my account with [Credit Union's Name].

Account Information:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Type of Account: [Savings/Checking]

Withdrawal Amount: \$[Amount You Wish to Withdraw]

Please process this withdrawal at your earliest convenience. If there are any forms or additional information needed, feel free to reach out to me at the contact details provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]