

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

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

Subject: Bank Account Withdrawal Request

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request a withdrawal from my bank account.

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Withdrawal Amount: [Amount You Wish to Withdraw]

Please process this withdrawal at your earliest convenience. If you require any additional information, feel free to contact me at the above phone number or email address.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]