

[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],

Subject: Request for Money Withdrawal

I hope this letter finds you well. I am writing to formally request the withdrawal of funds from my account [Account Number] held at your bank.

I would like to withdraw the amount of [Specify Amount] for [brief reason, if applicable]. Please let me know if any additional documentation is required to facilitate this transaction.

I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Account Number] (optional)