

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

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

Subject: Request for Money Withdrawal

Dear [Bank Manager's Name or Customer Service],

I am writing to formally request a withdrawal from my account [Account Number].

****Withdrawal Details:****

- Amount: [Specify Amount]
- Account Type: [e.g., Savings, Checking]
- Withdrawal Method: [e.g., Cash, Transfer]

Please let me know if any further information is required. I appreciate your prompt attention to this matter.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]