

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

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

Subject: Request for Withdrawal of Funds

Dear [Recipient's Name],

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

The details of my request are as follows:

- Amount to be withdrawn: [Amount]
- Type of account: [Checking/Savings/Other]
- Method of withdrawal: [Cash, Transfer, Check, etc.]

Please let me know if you require any further information or documentation to process this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]