

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Bank Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Withdrawal of Funds

I hope this letter finds you well. I am writing to formally request the withdrawal of funds from my account [your account number] held at [Company/Bank Name].

I would like to withdraw the amount of [specify amount] for [reason for withdrawal, if necessary]. Please process this request at your earliest convenience.

Should you require any further information or documentation, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your prompt attention to this matter. I look forward to your confirmation of the withdrawal.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]