

[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],

I am writing to formally request a withdrawal from my account [Account Number] held at your bank. I would like to withdraw the amount of [Withdrawal Amount] on [Date of Withdrawal].

Please find attached the necessary identification and any required forms to facilitate this transaction.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]