

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

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

Subject: Money Withdrawal Request

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request a withdrawal from my account.

Account Details:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Type of Account: [Savings/Checking/etc.]

I would like to withdraw the amount of [specify amount] for [brief reason for withdrawal, if applicable].

Please process this request at your earliest convenience. Should you require any further information or documentation, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]