

****Personal Finances Money Withdrawal Request****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank/Financial Institution Name]

[Branch Address]

[City, State, Zip Code]

Subject: Money Withdrawal Request

Dear [Bank Manager's Name/ Financial Representative's Name],

I hope this message finds you well. I am writing to formally request a withdrawal from my account [Account Number].

****Withdrawal Details:****

- Amount to Withdraw: \$[Amount]

- Withdrawal Method: [Cash/Transfer to another account/Cheque]

- Purpose of Withdrawal: [Brief explanation, if necessary]

Please process this request at your earliest convenience. If further information or identification is required, do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]