

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Bank/Financial Institution Name]
[Bank Address]
[City, State, Zip Code]
Subject: Request for Withdrawal of Funds
Dear [Recipient Name],
I am writing to formally request a withdrawal of funds from my account,
[Account Number].
Withdrawal Amount: [Amount]
Date of Withdrawal: [Desired Date]
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]