

[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 request the withdrawal of funds from my account [Your Account Number] held at [Bank Name].

I would like to withdraw the amount of [Specify Amount] for [mention purpose if desired]. Please let me know if there are any forms I need to fill out or specific procedures to follow for this withdrawal.

I appreciate your prompt attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Account Number]