

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

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

Subject: Request for Withdrawal of Funds

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request the withdrawal of funds from my account with [Bank Name].

Account Details:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Amount to Withdraw: [Amount in Words and Numbers]

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

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Typed Name]