

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

[Bank/Financial Institution Name]
[Branch Address]
[City, State, Zip Code]

Subject: Request for Withdrawal of Funds

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

I am writing to formally request the withdrawal of funds from my account.

Below are the details of my account:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Amount to Withdraw: [Withdrawal Amount]

I would appreciate it if you could process this withdrawal at your earliest convenience. If you need any further information or documentation, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]