

[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 request the withdrawal of funds from my account with [Bank Name].

Account Details:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Type of Account: [Checking/Savings]

Amount to be Withdrawn: [Amount in Words and Figures]

Please process this request at your earliest convenience. If you require any further information or documentation, do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]