

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

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

Subject: Withdrawal Request

Dear [Bank Manager's Name],

I am writing to request a withdrawal from my account held at your bank.
Below are the details of the transaction:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Amount to Withdraw: [Amount]
- Reason for Withdrawal: [Brief Reason, if necessary]

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

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]