

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Bank/Institution Name]  
[Bank/Institution Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Funds Withdrawal

I hope this message finds you well. I am writing to formally request the withdrawal of funds from my account, [Your Account Number], at your institution.

I would like to withdraw the amount of [specify amount] for [mention purpose if necessary]. Please process this request at your earliest convenience.

Should you require any further information or documentation to facilitate this withdrawal, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Company Name, if applicable]