

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

[Recipient's Name]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally request the withdrawal of my investment funds from my account, account number [Your Account Number], effective immediately. Please process this withdrawal as per the terms and conditions outlined in our investment agreement.

I would appreciate confirmation of the withdrawal and any necessary steps I need to take on my end.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]