

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

[Recipient's Name]
[Recipient's Title]
[Company/Bank Name]
[Company/Bank Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Withdrawal of Funds

I am writing to formally request the withdrawal of funds from my account [Account Number] held at [Company/Bank Name].

I would like to withdraw the amount of [Specify Amount] and request that the funds be transferred to my designated bank account, details of which are provided below:

- Bank Name: [Your Bank's Name]
- Account Number: [Your Account Number]
- Routing Number: [Your Routing Number]

Please process this request at your earliest convenience and confirm when the transaction has been completed. If you require any additional information or documentation to facilitate this withdrawal, 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]
[Your Position (if applicable)]