

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

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

Subject: Request for Funds Withdrawal

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally 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: [Savings/Checking/Other]

Withdrawal Details:

- Amount to Withdraw: [Specify amount]
- Withdrawal Method: [Cash/Cheque/Transfer to another account]

Please process this request at your earliest convenience. Should you require any further information or documents, feel free to contact me via the details provided above.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]