

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

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

Dear [Recipient's Name],

Subject: Funds Withdrawal Notification

I hope this message finds you well. I am writing to formally notify you of my intention to withdraw funds from my account [Account Number] with [Company/Bank Name].

Details of the withdrawal are as follows:

- Amount to be withdrawn: [Amount]
- Date of withdrawal: [Date]
- Mode of withdrawal: [e.g., electronic transfer, check, etc.]

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]