

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

[Bank/Financial Institution Name]
[Branch Address]
[City, State, Zip Code]

Subject: Request for Funds Withdrawal

Dear [Recipient's Name],

I am writing to formally request the withdrawal of funds from my account with your institution. Below are the details of the request:

- **Account Holder Name:** [Your Name]
- **Account Number:** [Your Account Number]
- **Withdrawal Amount:** [Amount Requested]
- **Reason for Withdrawal:** [Brief Explanation]

I would appreciate it if you could process this withdrawal at your earliest convenience. If there are any forms or additional information required to complete this transaction, please let me know.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]