

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company/Institution Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Personal Withdrawal of Funds

I hope this letter finds you well. I am writing to formally request the withdrawal of funds from my account [Account Number] held at [Company/Institution Name].

I would like to withdraw the amount of [Specify Amount] from my account. Please process this request at your earliest convenience.

For your reference, I have attached the necessary documentation to facilitate this request. Should you require any additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]