

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

Dear [Recipient Name],

Subject: Request for Funds Withdrawal

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

Details of the withdrawal are as follows:

- Amount to be withdrawn: \$[Amount]
- Method of withdrawal: [e.g., check, bank transfer, etc.]
- Reason for withdrawal: [Brief explanation, if necessary]

Please let me know if you require any additional information or
documentation to process this request. I appreciate your prompt attention
to this matter and look forward to your confirmation.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]