

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

Dear [Recipient Name],

Subject: Request for 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 or Reference] at [Company/Institution Name].

I would like to withdraw the amount of [specify amount] for [briefly explain the purpose if necessary, e.g., personal use, investment, etc.]. Please find attached any necessary documents to facilitate this withdrawal.

I appreciate your prompt attention to this matter, and I look forward to your confirmation of the withdrawal process.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]