

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

[Recipient Name]  
[Recipient Title]  
[Company/Bank Name]  
[Company/Bank Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Funds Withdrawal

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

I would like to withdraw the amount of [Specify Amount] for the purpose of [Briefly Explain Purpose, if necessary].

Please find attached any required forms and identification to facilitate this process. I kindly request that the funds be made available to me by [Specify Date, if applicable].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]