

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

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

Dear [Recipient Name],

Subject: Request for Withdrawal of Funds

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

I would like to withdraw a total amount of [Amount] and request that the
funds be transferred to my designated bank account or sent via [preferred
method].

Please let me know if you require any further information or
documentation to process this request.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]