

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

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

Dear [Recipient Name],

Subject: Withdrawal of Funds Procedure

I hope this letter finds you well. I am writing to formally request the withdrawal of funds from my account [Account Number or ID] with [Company/Organization Name].

Please find below the details of my withdrawal request:

- Amount to be withdrawn: [Specify Amount]
- Preferred method of withdrawal: [e.g., bank transfer, check, etc.]
- Reason for withdrawal (if necessary): [Optional]

I understand that there may be procedures and documentation required to process this withdrawal. I am prepared to provide any necessary information to facilitate this request.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]