

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

Dear [Recipient's Name],

Subject: Request for Fund Withdrawal

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

The details of my request are as follows:

- Amount to be withdrawn: [Amount]
- Reason for withdrawal: [Brief description of the reason]
- Preferred method of withdrawal: [e.g., check, bank transfer, etc.]

I understand that there may be certain requirements and procedures to complete this transaction. I have attached relevant documents to facilitate the withdrawal process.

Please let me know if you need any additional information or if there are forms that I need to complete. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]