

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

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

Dear [Recipient Name],

Subject: Request for Withdrawal of Funds

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

Please find the details of the withdrawal request below:

- Amount to be withdrawn: [Specify Amount]
- Preferred Method of Withdrawal: [e.g., bank transfer, check, etc.]
- Reason for Withdrawal: [Optional: Brief explanation]

I would appreciate your prompt attention to this matter and would be grateful if you could process my request at your earliest convenience. Should you require any further information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]