

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

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

Dear [Recipient's Name],

Subject: Request for Funds 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] held at [Company/Organization Name].

Please find the details of the withdrawal request below:

- Amount to be withdrawn: [Amount]
- Reason for withdrawal: [Reason, if required]
- Preferred method of withdrawal: [Check, Direct Transfer, etc.]

I would appreciate it if you could process this request at your earliest convenience. If you need any further information or documentation to complete this withdrawal, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]