

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

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

Subject: Application for Withdrawal of Funds

Dear [Recipient Name],

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

I would like to withdraw a total amount of [Amount] and specify the reason for this withdrawal as [Reason for Withdrawal].

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

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]