

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

[Recipient's Name]
[Title/Position]
[Company/Bank Name]
[Company/Bank Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Withdrawal of Funds

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

[Briefly state the reason for the withdrawal, if applicable.]

I would like to withdraw [amount] on [date, if applicable]. Please
process this request at your earliest convenience.

If you require any further information or documentation, do not hesitate
to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]