

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

[Date]
[Bank or Financial Institution's Name]
[Branch Address]
[City, State, Zip Code]

Subject: Withdrawal of Funds Request

Dear [Bank Manager's Name],

I am writing to request the withdrawal of funds from my account [Your Account Number] at your institution.

I would like to withdraw a total amount of [Amount] from my account.

Please find my identification details attached for verification purposes.

I request that the funds be made available by [Preferred method of withdrawal, e.g., cash, cheque].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]