

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

[Company/Investment Firm Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Withdrawal Request for Investment Account

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the withdrawal of funds from my investment account [Your Account Number] held with [Company/Investment Firm Name].

Please find the details of my request below:

- Amount to be withdrawn: [Specify Amount]
- Reason for withdrawal: [Briefly explain reason, if desired]

I kindly ask you to process this request at your earliest convenience and confirm the completion of the withdrawal via email or phone.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]