

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

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

Subject: Request for Fund Withdrawal

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the withdrawal of funds from my account, [Account Number], held at [Organization/Bank Name].

The amount I wish to withdraw is [Amount], and I would like to have the funds [specify method, e.g., transferred to my bank account, issued as a check, etc.].

Please find attached any necessary documents to facilitate this request. I appreciate your prompt attention to this matter and look forward to your confirmation.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]