

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

[Bank Name]
[Bank Address]
[City, State, ZIP Code]

Subject: Bank Account Withdrawal Request

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request the withdrawal of funds from my bank account.

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Withdrawal Amount: [Specify Amount]

I would like to withdraw the stated amount for [briefly explain purpose if necessary, e.g., personal use, bill payment, etc.]. Please let me know if you require any additional information or documentation to process this request.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]