

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

The Branch Manager

[Bank Name]
[Branch Address]
[City, State, Zip Code]

Subject: Application for Bank Withdrawal

Dear Sir/Madam,

I, [Your Name], holding a savings account with your bank (Account Number: [Your Account Number]), would like to request a withdrawal of [Amount] from my account.

The reason for this withdrawal is [reason for withdrawal, e.g., personal expenses, medical bills, etc.].

I kindly ask you to process this request at your earliest convenience. Please find attached any necessary identification and documents required for this transaction.

Thank you for your assistance.

Sincerely,

[Your Signature (if submitting a hard copy)]
[Your Printed Name]