

[Your Name]
[Your Position]
[Your Business Name]
[Your Business Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Bank Manager's Name]
[Bank Name]
[Bank Address]
[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Bank Withdrawal Request for Business Account

I am writing to formally request a withdrawal from our business account, [Account Number], held at [Bank Name].

Details of the transaction:

- Amount to Withdraw: \$[Amount]
- Date of Withdrawal: [Desired Date]
- Purpose of Withdrawal: [Briefly explain the purpose, e.g., payment for supplies, salaries, etc.]

Please let me know if you require any further information or documentation to process this request. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

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