

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

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

Subject: Bank Withdrawal Request

Dear [Bank Manager's Name],

I am writing to request a withdrawal from my account, [Your Account Number], held at your bank.

I would like to withdraw the amount of [Withdrawal Amount] for [brief reason if necessary].

Please let me know if you need any further information or documents to process this request. I appreciate your prompt attention to this matter.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]