

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

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

Subject: Request for Account Withdrawal

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request a withdrawal from my account with [Bank Name]. Below are the details of my account:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Withdrawal Amount: [Amount]

Please process this withdrawal at your earliest convenience. If any documentation or identification is required, feel free to contact me at the number provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]