

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

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

Subject: Request for Withdrawal

Dear [Bank Manager's Name or "Customer Service"],

I am writing to request a withdrawal from my bank account. Below are the details of my account:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Amount to Withdraw: [Amount]
- Withdrawal Method: [Cash/Cheque/Transfer]

Please process my request at your earliest convenience. If you need any further information or documentation, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]