

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

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

Dear [Bank Manager's Name],

Subject: Request for Cash Withdrawal

I hope this message finds you well. I am writing to request a cash withdrawal from my account [Your Account Number].

I would like to withdraw the amount of [Specify Amount] in cash. Please let me know if any additional information or verification is needed to process this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]