

[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 from Account

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to formally request a withdrawal from my bank account.

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Withdrawal Amount: [Amount to Withdraw]

I would appreciate it if you could process this request at your earliest convenience. Please let me know if you require any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]