

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

[Bank Manager's Name]
[Bank's Name]
[Bank's Address]
[City, State, Zip Code]

Dear [Bank Manager's Name],
I hope this letter finds you well.

I am writing to formally request a withdrawal from my account (Account Number: [Your Account Number]). I would like to withdraw the amount of [Specify Amount] for [Specify Reason if necessary, e.g., personal expenses, travel].

Please let me know if there are any forms or identification required to process this request. I appreciate your assistance and prompt attention to this matter.

Thank you for your understanding.

Sincerely,
[Your Name]