

[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],

I am writing to formally request a withdrawal from my account [Your Account Number] at [Bank Name].

I wish to withdraw the amount of [Amount to Withdraw] for [reason, if applicable]. Please find any required identification and documents attached to this letter.

I kindly ask you to process this request at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]