

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

The Manager

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

Subject: Application for Bank Withdrawal

Dear Sir/Madam,

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

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Withdrawal Amount: [Amount in Numbers and Words]

Withdrawal Method: [Cash/Cheque/Transfer]

I kindly request that the above withdrawal be processed at your earliest convenience. Please let me know if any further information or documentation is required.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]