

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

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

Subject: Request for Cash Withdrawal

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request a cash withdrawal from my account, [Your Account Number], held at your branch.

I would like to withdraw a total amount of [Amount in Words] ([Amount in Numbers]) for my personal use. Please let me know if you require any further information or documentation to process this request.

I appreciate your assistance and look forward to your prompt response.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]