

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

Subject: Request for Bank Withdrawal

Dear [Bank Manager's Name or "To Whom It May Concern"],

I am writing to request a withdrawal from my account with the details provided below:

- 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. If there are any forms to complete or further information required, please let me know.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]