

[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 of Funds

Dear [Bank Manager's Name],

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

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Amount to Withdraw: [Specify Amount]

Please proceed with the withdrawal at your earliest convenience. If there are any forms or additional information needed, do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

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