

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

Subject: Withdrawal Request for Savings Account

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

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

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Withdrawal Amount: [Amount in Words and Numbers]

Please process my request at your earliest convenience. If you require any further information or documentation, feel free to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]