

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

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

Dear [Bank Manager's Name],

Subject: Withdrawal Request

I am writing to formally request a withdrawal from my account [Account Number] at your bank.

I would like to withdraw the amount of [Withdrawal Amount] in [cash/check/transfer]. Please find my identification details enclosed for your verification.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]