

Beneficiary Monetary Withdrawal Request

Date: [Insert Date]

To,

[Bank or Financial Institution Name]

[Branch Address]

[City, State, Zip Code]

Subject: Request for Monetary Withdrawal

Dear [Branch Manager/Account Officer],

I, [Your Full Name], am writing to formally request the withdrawal of funds from my account, details of which are mentioned below:

Account Holder Name: [Beneficiary Name]

Account Number: [Account Number]

Withdrawal Amount: [Amount to be Withdrawn]

Reason for Withdrawal: [Brief Reason]

I kindly request that the aforementioned amount be processed at your earliest convenience. I have attached all necessary documents for your reference.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Contact Information]

[Your Address]