

Request for Partial Disbursement

Date: [Insert Date]

To: [Insert Name of the Financial Institution/Organization]

Address: [Insert Address]

Dear [Insert Name or Title],

I hope this message finds you well. I am writing to formally request the disbursement of a partial amount from my account under the beneficiary agreement. My details are as follows:

- **Beneficiary Name:** [Your Name]
- **Account Number:** [Your Account Number]
- **Requested Amount:** [Amount You Wish to Withdraw]

I understand that [insert any necessary terms or conditions regarding the disbursement]. I would like to request that the stated amount be processed at your earliest convenience.

Please let me know if you require any further documentation or information to facilitate this request. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]