

Partial Withdrawal Request

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], am writing to formally request a partial withdrawal from my account associated with the following details:

- Account Number: [Insert Account Number]
- Beneficiary Name: [Insert Beneficiary Name]
- Withdrawal Amount: [Insert Amount]

The reason for this withdrawal is [Insert Reason]. I kindly ask you to process this request at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Contact Information]