

Withdrawal Request from Charity Bank Account

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Charity Name]

[Charity Address]

[City, State, Zip Code]

Dear [Charity Treasurer's Name],

I am writing to formally request a withdrawal from the charity's bank account. The details are as follows:

Account Name: [Charity Account Name]

Account Number: [Charity Account Number]

Amount to Withdraw: [Amount]

Purpose of Withdrawal: [Brief Description of Purpose]

Please let me know if you require any additional information or documentation to process this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your support.

Sincerely,

[Your Name]

[Your Position in the Charity]