

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Institution/Organization Name]

[Institution Address]

[City, State, Zip Code]

## **Subject: Notification of Withdrawal Request Due to Hardship**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of my intention to withdraw funds from my account due to unforeseen financial hardship.

Due to [briefly explain the circumstances leading to the hardship], I am facing significant financial challenges that require immediate attention. As a result, I would like to withdraw the amount of [insert the amount] from my account number [insert account number].

I understand the procedures involved in such a transaction and I am committed to fulfilling any necessary requirements to facilitate this withdrawal. If you require any documentation to support my request, please let me know.

Thank you for your understanding and support during this difficult time. I look forward to your prompt attention to my request.

Sincerely,

[Your Name]