

Account Withdrawal Procedure

Date: [Insert Date]

To: [Recipient Name]

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Dear [Recipient Name],

I am writing to request the withdrawal of funds from my account. Below are the details of the procedure I would like to follow:

Withdrawal Details:

- Amount to withdraw: [Insert Amount]
- Preferred method of withdrawal: [e.g., Bank Transfer, Check]
- Date of withdrawal: [Insert Date]

Please let me know if there are any forms or additional documentation required to complete this request.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]