

# Formal Request for Investment Account Withdrawal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Investment Firm's Name]

[Investment Firm's Address]

[City, State, ZIP Code]

Dear [Investment Firm Representative's Name],

I am writing to formally request a withdrawal from my investment account with the account number [Your Account Number]. I have decided to withdraw a total amount of [Specify Amount] due to [mention reason if appropriate].

Kindly find attached any necessary documentation to support this request. I would appreciate your prompt attention to this matter and look forward to your confirmation of the processing of my withdrawal.

Thank you for your assistance.

Sincerely,

[Your Name]