

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Investment Firm Name
Firm Address
City, State, Zip Code

Dear [Investment Manager's Name],

I am writing to formally request the withdrawal of my funds from my investment portfolio, account number [Your Account Number]. Due to [brief reason for withdrawal], I have decided to withdraw my investment.

As per the terms outlined in our agreement, I request that the necessary steps be taken to facilitate this withdrawal at your earliest convenience. Please provide me with a confirmation of the withdrawal process and any additional information required from my side.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]