

# Letter of Submission for Investment Account Fund Withdrawal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

[Recipient's Name]

[Company/Institution Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Fund Withdrawal from Investment Account

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the withdrawal of funds from my investment account held with [Company/Institution Name]. The details of my account are as follows:

Account Name: [Your Account Name]

Account Number: [Your Account Number]

Amount to Withdraw: [Specify Amount]

Please process this request at your earliest convenience. If you require any further information or documentation, feel free to contact me at the provided phone number or email address.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]