

Investment Withdrawal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the withdrawal of my investments held in my business account with [Company Name]. The details of the investment account are as follows:

- Account Name: [Your Business Account Name]
- Account Number: [Your Account Number]
- Withdrawal Amount: [Amount to be Withdrawn]

Please let me know if there are any forms or additional information required to process this request. I would appreciate your prompt attention to this matter, as it is important for our ongoing operations.

Thank you for your assistance. I look forward to your confirmation of this withdrawal request.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Business Name]