

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Investment Firm Name]

[Firm Address]

[City, State, Zip Code]

Subject: Investment Withdrawal Request

Dear [Investment Firm Manager's Name],

I am writing to formally request the withdrawal of funds from my individual investment account, account number [Your Account Number].

As per the terms and conditions of my investment, I wish to withdraw the amount of [Specify Amount] from my account. Please process this request at your earliest convenience, and let me know if any additional information or documentation is required.

I appreciate your prompt attention to this matter and look forward to your confirmation.

Thank you.

Sincerely,

[Your Name]