

Investment Account Withdrawal Request

Date: [Insert Date]

To: [Investment Firm Name]

Address: [Investment Firm Address]

Dear [Recipient's Name],

I am writing to formally request a withdrawal from my investment account, account number [Insert Account Number]. Due to unforeseen circumstances, I require access to my emergency fund.

I would like to withdraw the amount of [Insert Amount] at your earliest convenience. Please let me know if there are any forms or additional information needed to process this request.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]