

# Letter of Withdrawal from Investment Account

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Investment Firm Name]

[Investment Firm Address]

[City, State, Zip Code]

Dear [Investment Firm Representative's Name],

I am writing to formally request a withdrawal from my investment account, [Account Number], to cover necessary travel expenses.

The amount I wish to withdraw is [Amount]. This withdrawal is intended to facilitate my upcoming travel plans, which are scheduled for [Travel Dates]. I kindly request that the funds be processed at your earliest convenience.

Please let me know if you require any additional information or documentation to process this request. I appreciate your assistance in this matter.

Thank you for your prompt attention to my request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]