

# Letter to Bank Manager for Release of Funds

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Bank Manager's Name]

[Bank Name]

[Branch Address]

[City, State, ZIP Code]

Subject: Request for Release of Funds

Dear [Bank Manager's Name],

I hope this letter finds you in good health and high spirits. I am writing to formally request the release of funds from my account at your esteemed bank. I am an account holder with account number [Your Account Number] at your [Branch Name] branch.

The purpose of this request is to seek the release of [Amount in Words and Numbers] from my account. The reason for this withdrawal is [Provide a brief explanation of the reason for the withdrawal, e.g., to make a down payment on a property, pay for medical expenses, or any other legitimate purpose].

I understand that there may be certain procedures and security measures in place to ensure the safety of account holders, and I assure you that I am fully aware of and adhere to such protocols. I am willing to comply with any documentation or verification requirements necessary to process this request smoothly.

To facilitate the process, I have enclosed the following documents with this letter:

1. A duly filled and signed withdrawal request form.

2. A photocopy of my valid government-issued identification (e.g., passport or driver's license).
3. Any other documents or information required by the bank for verification purposes.

I kindly request you to expedite the processing of this request as it is time-sensitive due to the urgency of the matter. Your prompt attention to this matter would be highly appreciated.

If there are any fees or charges associated with the release of the funds, please debit them from my account and provide a detailed breakdown of the same in the withdrawal confirmation.

I would like to express my gratitude to you and the bank staff for the excellent services provided thus far. I have always experienced professionalism and efficiency in all my banking dealings with your institution.

Please feel free to contact me at [Your Phone Number] or via email at [Your Email Address] if you require any further information or have any questions regarding this request.

Thank you for your attention to this matter, and I look forward to a positive response at the earliest.

Sincerely,

[Your Name]