

Formal Letter to Bank Manager for Release of Funds

Subject: Request for Release of Funds

Dear [Bank Manager's Name],

I am writing to request the release of funds from my account [Account Number] maintained with your branch. The purpose of this withdrawal is to [mention reason, e.g., settle vendor payments, purchase equipment, cover operational costs].

Please release the amount of [Amount with currency] as soon as possible. You may transfer the funds to [details of transfer: beneficiary name, account details, etc.] or provide them in the form of a cashier's check.

Kindly confirm once the request has been processed. I appreciate your timely assistance.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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