

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Bank Name]
[Bank Branch Address]
[City, State, Zip Code]

RE: Request for Withdrawal Limit Adjustment - Account Number: [Your Account Number]

Dear Bank Manager,

I am writing to formally request an adjustment to the withdrawal limits on my savings account mentioned above.

Currently, my [daily/monthly] withdrawal limit is set at \$[Current Limit]. I would like to request that this limit be increased to \$[Requested Limit].

The reason for this request is [provide brief reason, e.g., upcoming large purchase, emergency expenses, or business requirements]. I would like this change to be [permanent / temporary until Date].

I understand that this request is subject to the bank's terms and conditions and any applicable security protocols. Please let me know if there are any specific forms I need to sign or if further identification is required to process this adjustment.

Thank you for your assistance with this matter. I look forward to your confirmation.

Sincerely,

[Your Signature]

[Your Printed Name]