

Date: [Insert Date]

To: [Bank Name]  
[Bank Address]  
[City, State, Zip Code]

Re: Overdraft Line of Credit Draw Request

Account Name: [Insert Account Name]

Account Number: [Insert Checking Account Number]

Line of Credit Account Number: [Insert LOC Number]

Dear Customer Service Department,

This letter serves as a formal request to draw funds from the above-referenced Overdraft Line of Credit.

Please transfer the amount of \$[Insert Amount] from my Line of Credit into my checking account [Insert Checking Account Number].

I understand that this draw is subject to the terms and interest rates outlined in my Overdraft Line of Credit Agreement. Please process this transaction effective [Insert Date].

If there are any issues regarding this request, please contact me at [Insert Phone Number] or [Insert Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]  
[Printed Name]