

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

[Date]

[Financial Institution Name]
[Department Name, e.g., Deposit Operations]
[Institution Address]
[City, State, Zip Code]

RE: Letter of Instruction for Funding High-Yield Certificate of Deposit (CD)

To Whom It May Concern,

Please accept this letter as my formal instruction to open and fund a new High-Yield Certificate of Deposit account under the following terms:

- **Account Holder Name(s):** [Full Legal Name(s)]
- **CD Term:** [e.g., 12 Months / 24 Months]
- **Interest Rate/APY:** [Current Offered Rate]%
- **Funding Amount:** \$[Dollar Amount]

I hereby authorize the funding of this account via the following method:

Internal Transfer: Please transfer the funds from my existing account #[Current Account Number].

External ACH/Wire: Funds will be sent from [External Bank Name], Account #[Account Number].

Check: A check for the full amount is enclosed.

Upon maturity, I instruct the institution to:

Automatically renew the CD for the same term at the prevailing rate.

Transfer the principal and earned interest to account #[Account Number] and close the CD.

Please contact me at [Phone Number] if you require further verification or additional documentation to complete this transaction.

Sincerely,

[Your Signature]

[Your Printed Name]