

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Bank Manager Name or Department]  
[Bank Name]  
[Bank Branch Address]

**Subject: Request to Open a Fixed-Term High-Yield Certificate of Deposit (CD) Account**

Dear [Manager Name or Representative],

I am writing to formally request the opening of a new Fixed-Term High-Yield Certificate of Deposit (CD) account with [Bank Name].

Please find the specific details for the requested account below:

- **Account Holder:** [Your Full Name]
- **Existing Account Number (if applicable):** [Your Current Account Number]
- **Principal Deposit Amount:** \$[Amount]
- **Desired Term Length:** [e.g., 12 months, 24 months, 5 years]
- **Quoted Interest Rate/APY:** [Rate]%

I would like the interest earned on this certificate to be:

[Select one: Reinvested into the CD / Credited to my existing savings/checking account  
#XXXXXXXXXX]

Please let me know if there are additional forms to sign or identification documents required to finalize this transaction. I authorize you to transfer the principal amount from my existing [Account Type] account ending in [Last 4 Digits] to fund this CD.

Thank you for your assistance. I look forward to receiving the confirmation of this investment.

Sincerely,

[Your Signature]  
[Your Printed Name]