

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

[Date]

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

Re: Certificate of Deposit (CD) Account Number: [Your Account Number]

To Whom It May Concern,

This letter serves as formal notification that I wish to close the above-referenced Certificate of Deposit account upon its maturity on [Maturity Date]. Please do not automatically renew this account.

Upon maturity, please distribute the full balance, including all accrued interest, via the following method:

- [Option A: Transfer the funds to my existing Savings/Checking Account Number: XXXXXXXXX]
- [Option B: Mail a cashier's check to my address on file]

Please provide written confirmation once this transaction has been completed and the account is officially closed.

If you require any additional information or documentation, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]