

[Company Letterhead]

[Current Date]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

RE: Notice of Instruction to Close Certificate of Deposit (CD)

To the Branch Manager,

This letter serves as formal authorization for [Company Name] to close the following Certificate of Deposit account upon its maturity date:

- **Account Name:** [Full Company Name]
- **Account Number:** [CD Account Number]
- **Maturity Date:** [Date of Maturity]

Upon maturity, please do not renew the certificate. We request that the full balance, including all accrued interest, be handled as follows:

[Select one option and delete the other:]

- Transfer the total funds into our existing business checking/savings account number: [Account Number].
- Issue a corporate check for the total balance and mail it to the address listed above.

If you require any further documentation or have questions regarding this request, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Thank you for your assistance.

Sincerely,

[Signature]

[Printed Name]

[Title/Position]

[Company Name]