

Date: [Insert Date]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

RE: Notice of Non-Renewal and Request to Close Joint Certificate of Deposit

To the Branch Manager,

This letter serves as formal instruction to close our joint Certificate of Deposit (CD) account upon its upcoming maturity date.

**Account Details:**

- **Account Holders:** [First Holder Name] and [Second Holder Name]
- **CD Account Number:** [Insert Account Number]
- **Maturity Date:** [Insert Date]

We do not wish to renew this certificate. Upon maturity, please distribute the full balance, including all accrued interest, via the following method:

[Select one and delete the others:]

- Deposit the funds into our joint checking/savings account number: [Insert Account Number].
- Issue a cashier's check made payable to both account holders and mail it to: [Insert Mailing Address].

Please provide written confirmation once the account has been closed and the funds have been transferred.

Sincerely,

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[Print Name - First Holder]

Phone: [Insert Phone Number]

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[Print Name - Second Holder]

Phone: [Insert Phone Number]