

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

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

**Subject: Instruction to Close Certificate of Deposit (CD) # [Your CD Account Number]**

To Whom It May Concern,

Please accept this letter as formal instruction to close my Certificate of Deposit (CD) account number [Your CD Account Number] upon its maturity date on [Maturity Date].

I do not wish to renew this certificate. Please liquidate the full balance, including all accrued interest, and issue the proceeds in the form of a cashier's check made payable to [Payee Name].

Please mail the cashier's check to the following address:

[Mailing Address for Check]  
[City, State, Zip Code]

If there are any fees associated with this transaction or if you require further documentation, please contact me immediately at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]