

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

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

RE: Notice to Close Certificate of Deposit (CD) Number: [CD Account Number]

To Whom It May Concern,

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

I do not wish to renew this CD. Upon maturity, please transfer the full balance, including all accrued interest, into my checking account as detailed below:

- **Bank Name:** [Bank Name]
- **Account Holder Name:** [Your Name]
- **Checking Account Number:** [Your Checking Account Number]
- **Routing Number:** [Your Routing Number]

Please provide written confirmation once this transaction has been completed. If there are any forms required to finalize this request, please send them to me at the address listed above.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]