

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

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

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

To Whom It May Concern,

Please accept this letter as formal authorization to close my Certificate of Deposit (CD) account upon its maturity date.

Account Details:

- **Account Holder Name:** [Your Name]
- **CD Account Number:** [CD Account Number]
- **Maturity Date:** [Date of Maturity]

Upon maturity, please do not renew this certificate. I request that the total balance, including all accrued interest, be transferred via [Wire Transfer/ACH] to my external bank account as specified below:

Receiving Bank Information:

- **Bank Name:** [External Bank Name]
- **Account Type:** [Checking/Savings]
- **Routing Number:** [9-Digit Routing Number]
- **Account Number:** [External Account Number]

If there are any forms required to finalize this request or if there are fees associated with this transfer, please contact me immediately at [Phone Number].

Thank you for your assistance.

Sincerely,

[Signature]
[Your Printed Name]