

[Your Name]
[Your Address]
[Your Phone Number]
[Date]

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

RE: Notice to Close Certificate of Deposit Account

To Whom It May Concern,

Please accept this letter as formal authorization to close my Certificate of Deposit (CD) account upon its maturity date. I do not wish to renew this certificate.

CD Account Information:

Account Number: [Your CD Account Number]
Maturity Date: [Date of Maturity]

Upon closing, please wire the full balance, including all accrued interest, to the following bank account:

Wire Transfer Instructions:

Receiving Bank Name: [Bank Name]
Routing Number (ABA): [Routing Number]
Account Number: [Your Savings/Checking Account Number]
Account Holder Name: [Your Full Name]
Bank Swift/BIC (if applicable): [Swift Code]

Please deduct any applicable wire transfer fees from the final balance. If you require further verification or documentation to complete this request, please contact me immediately at [Your Phone Number].

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]