

[Your Full Name]
[Current International Address]
[City, Country, Postal Code]
[Phone Number with Country Code]
[Email Address]

[Date]

[Bank Name]
[Branch Address or Department Name]
[City, State, Zip Code]
USA

RE: Notice of Non-Renewal and Request to Close Certificate of Deposit (CD)

Dear Customer Service Department,

I am writing to formally request the closure of my Certificate of Deposit (CD) account upon its upcoming maturity date. As a non-resident account holder, I do not wish to renew this certificate or have it roll over into a new term.

Account Details:

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

Upon maturity, please transfer the full principal balance plus all accrued interest via the following method:

[Option A: Wire Transfer]

Bank Name: [Your Local Bank Name]
SWIFT/BIC Code: [Code]
Account Number (IBAN): [Number]
Account Holder Name: [Your Name]

[Option B: Transfer to Existing Internal Account]

Please transfer the funds to my existing checking/savings account at your institution: [Account Number].

I have enclosed a copy of my passport/ID and the most recent account statement for verification purposes. If there are any specific international wire fees or non-resident tax withholding forms (such as Form W-8BEN) required to finalize this transaction, please notify me immediately via email.

Please confirm receipt of these instructions and provide a confirmation of the closure once processed.

Sincerely,

[Signature]

[Your Printed Name]