

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

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

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

To Whom It May Concern,

This letter serves as formal notification that I wish to close my Certificate of Deposit (CD) account listed above upon its maturity date on [CD Maturity Date].

Please do not renew this certificate for another term. I am requesting that the full balance, including all accrued interest, be paid out to me in the form of a physical check.

Please mail the check to the following address:

[Your Name]
[Your Mailing Address]
[City, State, Zip Code]

If there are any forms required to finalize this request, or if there are any issues regarding this closure, please contact me immediately at [Your Phone Number].

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]