

[Company Letterhead]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

RE: Request for Early Redemption of Certificate of Deposit

To Whom It May Concern,

Please accept this formal request to close the following Certificate of Deposit (CD) account held in the name of [Company Name] prior to its scheduled maturity date:

**Account Number:** [Account Number]

**Maturity Date:** [Original Maturity Date]

We acknowledge that by closing this account before the maturity date, the account will be subject to early withdrawal penalties as outlined in our deposit agreement. We authorize the bank to deduct these penalties from the principal or accrued interest.

Please transfer the remaining balance, including any accrued interest minus penalties, via the following method:

Deposit into our existing business checking account number: [Checking Account Number]

Issue a cashier's check made payable to [Company Name] and mail to our address on file.

Wire transfer (Wire instructions attached).

Should you have any questions regarding this request, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Thank you for your prompt assistance.

Sincerely,

[Signature]

[Printed Name]

[Title/Position]

[Company Name]