

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

[Date]

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

RE: Request for Early Closure of Certificate of Deposit (CD)
Account Number: [Your CD Account Number]

Dear Customer Service Department,

Please accept this letter as my formal request to close my Certificate of Deposit (CD) account number [Account Number] effective immediately, prior to its scheduled maturity date of [Maturity Date].

I understand that by closing this CD before the maturity date, I may be subject to an early withdrawal penalty as outlined in the account agreement. Please deduct any applicable fees or penalties from the total balance before the transfer.

Once the account is closed, please transfer the remaining principal and earned interest to the following account:

- **Bank Name:** [Name of Receiving Bank]
- **Account Holder Name:** [Name on Account]
- **Account Type:** [Checking/Savings]
- **Account Number:** [Account Number]
- **Routing Number:** [Routing Number]

If you require any further documentation or information to complete this request, please contact me at [Your Phone Number].

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]