

Date: [Insert Date]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

RE: Early Closure of Certificate of Deposit (CD) via Power of Attorney

Account Holder Name: [Principal Name]

Account Number: [CD Account Number]

To Whom It May Concern,

I am writing to you in my capacity as the Attorney-in-Fact for [Principal Name], acting under the Power of Attorney executed on [Date of POA]. A certified copy of the Power of Attorney document is attached for your records.

I hereby instruct [Bank Name] to close the above-referenced Certificate of Deposit account immediately, prior to its scheduled maturity date of [Maturity Date].

I acknowledge that this early withdrawal may be subject to penalties as outlined in the account agreement. Please deduct any applicable penalties from the balance and disburse the remaining funds using the following method:

- Issue a check payable to "[Principal Name]" and mail it to the address on file.
- Transfer the funds to [Principal Name]'s existing account: [Account Number].
- Wire transfer to the following account: [Insert Wiring Instructions].

If you require any additional documentation or have questions regarding this request, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

Attorney-in-Fact for [Principal Name]