

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

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

RE: Request for Early Withdrawal and Closure of Certificate of Deposit

Dear Bank Manager,

I am writing to you in my capacity as Trustee of the **[Full Name of Trust]**, dated **[Date of Trust]**.

I am formally requesting the early closure of the Certificate of Deposit (CD) held by the Trust, identified by account number: **[CD Account Number]**.

I understand that by closing this Certificate of Deposit prior to the maturity date of **[Maturity Date]**, the Trust may incur an early withdrawal penalty. Please deduct any applicable penalties from the principal or accrued interest as per the terms of the account agreement.

Please disburse the remaining balance (principal plus interest minus penalties) via the following method:

- Transfer to Trust Checking/Savings Account Number: **[Account Number]**
- Issue a cashier's check made payable to: **[Full Name of Trust]**

Attached to this letter, please find a copy of the Certificate of Trust (or relevant pages of the Trust Agreement) and a copy of my government-issued identification for verification purposes.

Please confirm once the transaction has been processed. If you require additional documentation, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature of Trustee]

[Printed Name of Trustee]
Trustee for [Name of Trust]