

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

[Date]

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

RE: Notice of Early Withdrawal Penalty

Dear [Customer Name],

This letter is to confirm your request to withdraw funds from your Certificate of Deposit (CD) prior to its scheduled maturity date.

Account Details:

- Account Number: [Account Number]
- Original Maturity Date: [Date]
- Withdrawal Date: [Date]
- Principal Amount Withdrawn: \$[Amount]

As outlined in your Account Agreement and Disclosure, an early withdrawal is subject to a penalty. The details of the penalty applied to your account are as follows:

- **Gross Withdrawal Amount:** \$[Amount]
- **Early Withdrawal Penalty:** \$[Amount]
- **Net Amount Paid to You:** \$[Amount]

The penalty was calculated based on [Number] days/months of interest on the amount withdrawn.

If you have any questions regarding this calculation or your remaining balance, please contact our customer service department at [Phone Number] or visit your local branch.

Sincerely,

[Bank Representative Name]
[Title]