

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

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

Subject: Notification of Early Withdrawal Penalty - Account [Account Number]

Dear [Contact Person Name],

This letter serves as official confirmation of your request to withdraw funds from your Commercial Term Deposit (Certificate of Deposit) account number [Account Number] prior to its scheduled maturity date of [Maturity Date].

As outlined in the Terms and Conditions of your account agreement, early withdrawals are subject to a penalty. The details of the transaction are as follows:

- **Principal Amount:** \$[Amount]
- **Withdrawal Date:** [Date]
- **Early Withdrawal Penalty Fee:** \$[Penalty Amount]
- **Net Amount Disbursed:** \$[Net Amount]

The penalty has been calculated based on [Number of Days/Months] of interest on the principal amount being withdrawn.

The remaining balance of your account (if any) is \$[Remaining Balance] and will continue to accrue interest at the agreed rate of [Interest Rate]% until the original maturity date.

If you have any questions regarding this calculation or your account status, please contact your Relationship Manager at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]
[Name of Bank Official]
[Title/Department]