

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

[Date]

[Financial Institution Name]
[Department Name]
[Address]
[City, State, Zip Code]

RE: Early Withdrawal Penalty Acknowledgment

To Whom It May Concern,

I am writing to formally request an early withdrawal of funds from my [Type of Account, e.g., Certificate of Deposit / IRA], account number [Account Number].

I acknowledge that this withdrawal is being made prior to the agreed-upon maturity date or legal age requirement. I fully understand that this action is subject to an early withdrawal penalty as outlined in my account agreement.

By signing this letter, I confirm the following:

- I am aware of the specific penalty amount or percentage that will be deducted from my principal or interest.
- I understand that there may be additional tax implications or federal penalties associated with this withdrawal.
- I authorize [Financial Institution Name] to deduct the required penalty directly from the disbursement amount.

Please process the withdrawal in the amount of \$[Amount] and [transfer the funds to account number XXXXX / mail a check to my address on file].

Thank you for your assistance with this matter.

Sincerely,

[Signature]

[Printed Name]