

[Company/Financial Institution Name]

[Address Line 1]

[City, State, Zip Code]

[Phone Number]

Date: [Current Date]

To: [Account Holder Name]

[Address Line 1]

[City, State, Zip Code]

RE: Notice of Assessment - Premature Withdrawal Penalty

Account Number: [Account Number]

Account Type: [e.g., CD, IRA, Fixed Deposit]

Dear [Account Holder Name],

This letter serves as formal notification regarding the recent withdrawal made from your [Account Type] on [Date of Transaction].

According to the terms and conditions governing your account, funds were withdrawn prior to the scheduled maturity date or before reaching the eligible age requirements. As a result, a premature withdrawal penalty has been assessed as follows:

- **Total Amount Withdrawn:** \$[Amount]
- **Penalty Percentage/Rate:** [Percentage]%
- **Total Penalty Amount:** \$[Penalty Amount]
- **Net Amount Disbursed:** \$[Net Amount]

The penalty has been deducted directly from the principal balance or the interest earned, as per your account agreement. Please note that this withdrawal may also have tax implications. We recommend consulting with a qualified tax advisor regarding this distribution.

If you believe this assessment has been made in error, or if you have any questions regarding how this penalty was calculated, please contact our customer service department at [Phone Number] during regular business hours.

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title/Department]