

Date: [Insert Date]

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

Subject: Notice of Interest Penalty for Early Withdrawal

Dear [Customer Name],

This letter is to confirm your request to withdraw funds from your [Account Type, e.g., Certificate of Deposit] number [Account Number] prior to its scheduled maturity date of [Maturity Date].

As outlined in your account agreement, early withdrawals are subject to an interest penalty. The details of your transaction are as follows:

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

The penalty has been deducted from the [Principal/Interest] of your account. This transaction may have tax implications; we recommend consulting with a tax professional regarding this distribution.

If you have any questions regarding this penalty or your remaining balance, please contact us at [Phone Number] or visit your local branch.

Sincerely,

[Name of Representative]
[Title]
[Financial Institution Name]