

[Financial Institution Name]  
[Branch Address]  
[City, State, Zip Code]  
[Phone Number]

[Date]

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

**Subject: Notice of Early Withdrawal Penalty Assessment**

Dear [Customer Name],

This letter is to confirm the early withdrawal request processed on [Date] regarding your Certificate of Deposit (CD) account ending in [Last 4 Digits of Account Number].

As outlined in your Account Agreement and Disclosure, certificates of deposit are subject to a penalty if funds are withdrawn prior to the scheduled maturity date of [Maturity Date]. Based on your request for early withdrawal, the following penalty has been assessed:

- **Principal Amount Withdrawn:** \$[Amount]
- **Penalty Amount:** \$[Amount]
- **Net Distribution Amount:** \$[Amount]

The penalty was calculated based on [Number] days/months of interest on the amount withdrawn. This amount has been deducted from your account balance/proceeds accordingly.

If you have any questions regarding this assessment or if you would like to discuss other investment options, please visit your local branch or contact our customer service department at [Phone Number].

Thank you for banking with [Financial Institution Name].

Sincerely,

[Employee Name/Department]  
[Title]