

[Your Name]
[Your Address]
[Your Phone Number]
[Date]

[Bank or Financial Institution Name]
[Department Name]
[Institution Address]

RE: Request for Early Surrender of Savings Certificate #[Account Number]

Dear Customer Service Department,

I am writing to formally request the early surrender and closure of my Savings Certificate, account number [Account Number], effective as of [Date].

I acknowledge that by withdrawing these funds before the scheduled maturity date of [Maturity Date], I am subject to an early withdrawal penalty as outlined in the terms and conditions of the certificate. I understand that this penalty may be deducted from the principal balance or the accrued interest.

Please process the closure and transfer the remaining balance, minus any applicable penalties, to the following account:

- Bank Name: [Name of Bank]
- Account Holder: [Name on Account]
- Account Number: [Account Number]
- Routing Number: [Routing Number]

If there are any forms required to complete this transaction, please send them to me immediately or notify me of any additional steps I need to take.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]