

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

[Date]

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

RE: Notice of Early Withdrawal Penalty

Dear [Customer Name],

This letter is to formally notify you regarding the early withdrawal of funds from your account as detailed below:

- **Account Number:** [Account Number]
- **Account Type:** [e.g., Certificate of Deposit / Savings Account]
- **Withdrawal Date:** [Date of Transaction]
- **Withdrawal Amount:** \$[Amount]

According to the terms and conditions agreed upon at the time of account opening, a penalty is assessed for withdrawing funds prior to the maturity date or required holding period. The details of the penalty are as follows:

- **Total Penalty Amount:** \$[Penalty Amount]
- **Net Amount Disbursed:** \$[Remaining Amount]

The penalty has been deducted directly from the [principal/interest] of the account. This action is consistent with federal regulations and our institution's disclosure policy regarding early distributions.

If you have any questions regarding this calculation or the terms of your account, please contact our customer service department at [Phone Number] or visit your local branch.

Sincerely,

[Authorized Signature]
[Printed Name and Title]
[Bank Name]