

[Bank Name]
[Branch Address]
[City, State, Zip Code]
[Date]

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

Subject: Notice of Early Withdrawal Penalty Assessment

Dear [Customer Name],

This letter is to confirm your request made on [Date] to withdraw funds from your Time Deposit account prior to its scheduled maturity date.

Account Details:

- Account Number: [Account Number]
- Original Maturity Date: [Date]
- Withdrawal Amount: \$[Amount]

As outlined in your Account Agreement and Disclosure, an early withdrawal penalty applies to funds removed before the maturity date. Based on your request, we have assessed the following fee:

Penalty Assessment:

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

The penalty has been calculated as [Number] days/months of interest on the amount withdrawn.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

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

Sincerely,

[Name/Signature]
[Title]
[Bank Name]