

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

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

RE: Request for Early Withdrawal of Certificate of Deposit

Dear [Bank Representative Name or Department],

I am writing to formally request the early withdrawal of funds from my Certificate of Deposit (CD) account. Below are the account details for your reference:

- **Account Holder Name:** [Your Name]
- **Account Number:** [Your CD Account Number]
- **CD Term:** [Term Length, e.g., 12 months]
- **Maturity Date:** [Original Maturity Date]

I wish to withdraw [the full balance / the specific amount of \$_____] from this account effective [Date].

I understand that by withdrawing these funds before the maturity date, I may be subject to early withdrawal penalties as outlined in my account agreement. Please deduct any applicable penalties from the total balance before distribution.

Please disburse the remaining funds via the following method:

- Transfer to my existing [Checking/Savings] account number: [Account Number]
- Issue a cashier's check to be mailed to my address on file.

Please confirm once this transaction has been processed. If you require any further documentation or information, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]