

[Your Name/Authorized Signatory Name]
[Designation, e.g., CEO/Director]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Contact Number]
[Date]

To,
The Branch Manager,
[Bank Name]
[Branch Name]
[Branch Address]

Subject: Request for Premature Withdrawal of Fixed Deposit for Business Expansion

Dear Sir/Madam,

I am writing on behalf of [Company Name] to request the premature withdrawal of our Fixed Deposit (FD) held at your branch. Due to immediate capital requirements for our upcoming business expansion project, we need to liquidate this deposit before the maturity date.

The details of the Fixed Deposit are as follows:

- **FD Receipt/Account Number:** [Enter FD Number]
- **Principal Amount:** [Enter Amount]
- **Date of Issue:** [Enter Date]
- **Original Maturity Date:** [Enter Maturity Date]

Please credit the principal amount and the accrued interest (after applicable premature withdrawal penalties) into our Current Account held with your branch:

- **Account Name:** [Company Name]
- **Account Number:** [Enter Current Account Number]

I have enclosed the original Fixed Deposit Receipt (FDR) duly discharged/signed for your further action. Please let us know if any further documentation is required to complete this process.

Thank you for your prompt assistance in this matter.

Yours sincerely,

[Signature]
[Printed Name]
[Company Seal/Stamp]