

To,
The Branch Manager,
[Bank Name],
[Branch Address],
[City, State, Zip Code]

Date: [Insert Date]

Subject: Request for Premature Withdrawal of Corporate Fixed Deposit

Dear Sir/Madam,

We, [**Company Name**], holding a corporate account with your branch under Account Number [**Corporate Current Account Number**], would like to request the premature withdrawal of our Fixed Deposit (FD) before its scheduled maturity date.

The details of the Fixed Deposit are as follows:

- **FD Receipt/Account Number:** [Insert FD Number]
- **FD Amount:** [Insert Amount]
- **Date of Maturity:** [Insert Original Maturity Date]

The reason for this premature withdrawal is [State reason, e.g., urgent business requirements / liquidity needs].

We request you to credit the principal amount along with the applicable interest (after any necessary bank penalties for early withdrawal) to our Current Account mentioned above.

Please find attached the original FD receipt (if applicable) and a copy of the Board Resolution authorizing this transaction.

Thank you for your prompt assistance.

Sincerely,

For [**Company Name**],

[**Authorized Signatory Name**]

[Designation]

[Company Seal/Stamp]