

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

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

Subject: Request for Premature Withdrawal of Fixed Deposit No. [FD Account Number] for Debt Settlement

Dear Sir/Madam,

I am writing to request the premature withdrawal of my Fixed Deposit held with your branch under Account Number [FD Account Number], which was originally scheduled to mature on [Original Maturity Date].

The reason for this early closure is to facilitate the settlement of an outstanding debt. I am currently in the process of clearing my financial liabilities and require the immediate availability of these funds to complete a settlement agreement.

I understand that a penalty may be applicable for premature withdrawal as per the bank's terms and conditions. I request you to process the closure and credit the principal amount along with the interest earned (after applicable deductions) to my Savings/Current Account Number [Your Bank Account Number] linked with this FD.

Please find attached a copy of the Fixed Deposit Receipt (FDR) and my identification documents for your reference.

Thank you for your prompt assistance in this matter.

Yours sincerely,

[Your Signature]

[Your Full Printed Name]