

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

Date: [Current Date]

Subject: Request for Premature Withdrawal of Fixed Deposit due to Financial Hardship

Dear Sir/Madam,

I am writing to request the premature withdrawal of my Fixed Deposit (FD) held at your branch. Due to unforeseen financial difficulties, I am unable to wait until the original maturity date.

The details of the FD account are as follows:

- **Fixed Deposit Receipt (FDR) Number:** [Enter FD Number]
- **Principal Amount:** [Enter Amount]
- **Date of Maturity:** [Enter Maturity Date]

The reason for this early withdrawal is [briefly state reason, e.g., medical emergency, job loss, or urgent debt repayment]. I am aware that a penalty for premature closure may apply as per bank policy.

Please credit the total proceeds, including the interest earned to date (less any applicable penalties), to my savings account linked below:

- **Account Name:** [Your Name]
- **Account Number:** [Your Savings Account Number]

I have attached a copy of my FD receipt and identity proof for your records. I would appreciate it if you could process this request as soon as possible.

Yours sincerely,

(Signature)
[Your Full Name]
[Your Phone Number]
[Your Email Address]