

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

**Date:** [Current Date]

**Subject: Request for premature withdrawal of Fixed Deposit A/c No: [FD Number] for higher education.**

Dear Sir/Madam,

I hold a Fixed Deposit account with your branch (Account Number: [FD Number]) for an amount of [Principal Amount], which was originally set to mature on [Original Maturity Date].

I am writing to request a premature withdrawal of this deposit. This request is being made to fund higher education expenses for [Name of Student], who has secured admission at [Name of University/Institution] for the course [Name of Course].

I am aware that a penalty for premature withdrawal may apply as per the bank's terms and conditions. Please credit the total proceeds, including the interest earned after applicable deductions, to my linked Savings Account Number [Your Savings Account Number] held at the same branch.

I have enclosed a copy of the Fixed Deposit Receipt and the admission letter/fee structure from the educational institution for your reference.

Kindly process this request at the earliest to facilitate the timely payment of educational fees.

Thank you.

Yours sincerely,

[Your Signature]  
[Your Full Name]  
[Your Phone Number]  
[Your Address]

**Enclosures:**

1. Copy of Fixed Deposit Receipt (FDR)
2. Copy of Identity Proof
3. Admission Letter/Fee Schedule from the University