

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 (FD) Account No: [FD Account Number]**

Dear Sir/Madam,

I am writing to request the premature withdrawal of my Fixed Deposit held with your branch. Due to an unforeseen personal medical emergency, I am in urgent need of immediate funds.

The details of the deposit are as follows:

- **FD Account Number:** [Enter Account Number]
- **Principal Amount:** [Enter Amount]
- **Date of Maturity:** [Enter Maturity Date]

I understand that a penalty may be applicable for premature withdrawal as per the bank's terms and conditions. I request you to close the aforementioned FD account and credit the total amount (principal plus accrued interest) to my Savings Bank Account No: [Your Savings Account Number].

I have attached a copy of my FD receipt and identity proof for your records. Please process this request as soon as possible given the nature of the emergency.

Thank you for your assistance.

Yours sincerely,

[Your Signature]

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