

To,
The Branch Manager,
[Bank Name],
[Branch Name],
[City/State].

Date: [Insert Date]

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

Dear Sir/Madam,

I am writing to request the premature withdrawal of my Fixed Deposit (FD) held at your branch. Due to [mention reason, e.g., urgent financial requirement/personal emergency], I am unable to continue the deposit until its original maturity date.

The details of the Fixed Deposit are as follows:

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

I request you to close the aforementioned account and credit the principal amount along with the interest earned (after applicable penalties) to my linked Savings Account No. [Insert Savings Account Number].

I have enclosed the original Fixed Deposit Receipt (FDR) and a copy of my ID proof for your processing.

Thank you for your assistance in this matter.

Yours sincerely,

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