

# Fixed Deposit Renewal Instructions

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

To,

[Bank Name]

[Branch Name]

[Bank Address]

[City, State, ZIP Code]

Subject: Fixed Deposit Renewal Instructions

Dear Sir/Madam,

I would like to request the renewal of my fixed deposit account with the following details:

**Account Holder Name:** [Your Name]

**Account Number:** [Your Account Number]

**Maturity Amount:** [Maturity Amount]

**Maturity Date:** [Maturity Date]

Please renew my fixed deposit for another term of [Number of Months/Years] at the current interest rate applicable on the date of renewal. I would prefer the interest to be handled as follows:

- [Option for Interest Payment: Monthly/Quarterly/At Maturity]

If any additional documents or information are required for the renewal process, please let me know at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]