

Date: [Insert Date]

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

Subject: Request for Closure of Fixed Deposit Account

Dear Sir/Madam,

I am writing to request the closure of my fixed deposit account with your bank. The details of the account are as follows:

- Account Holder's Name: [Your Name]
- Account Number: [Your FD Account Number]
- Deposit Amount: [Amount]

Due to [mention reason for closure, if desired], I have decided to close the above mentioned fixed deposit account. I kindly request you to process the closure and transfer the maturity amount along with any applicable interest to my savings account [or provide alternate instructions].

Thank you for your assistance in this matter. Please let me know if you require any further information or documentation.

Sincerely,  
[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]