

Fixed Deposit Breakage Explanation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request the premature closure of my fixed deposit account with the reference number [Insert FD Account Number].

Due to unforeseen circumstances, I find myself in a situation where I need to access the funds held in this account. I understand that breaking the fixed deposit will result in a penalty, and I am prepared to accept the terms associated with this process.

Kindly let me know the applicable penalties and the procedure for the account closure. I would appreciate your assistance in expediting this request as I am in urgent need of the funds.

Thank you for your understanding and support.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]