

Fixed Deposit Breakage Request

Date: [Insert Date]

To,

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

Subject: Request for Fixed Deposit Breakage

Dear Sir/Madam,

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

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Deposit Amount: [Deposit Amount]
- Deposit Tenure: [Tenure Duration]
- Maturity Date: [Maturity Date]

Due to [mention reason for breakage, e.g., financial emergency, unexpected expenses], I am unable to continue with the fixed deposit as planned. I request you to process the closure and release the funds at your earliest convenience.

Thank you for your understanding and assistance in this matter. I look forward to your prompt response.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Name]
[Your Contact Number]
[Your Email Address]