

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Request for Early Withdrawal of Fixed Deposit

Dear [Bank Manager's Name],

I am writing to formally request an early withdrawal of my fixed deposit account with your bank. The details of my fixed deposit are as follows:

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

Due to unforeseen circumstances, I am unable to maintain the deposit until its maturity date. I kindly request that you process the early withdrawal and inform me of any charges or penalties applied for this transaction.

I appreciate your understanding and prompt attention to this matter. Should you need any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]