

Bank Name

Branch Address

Date: [Insert Date]

To,

Branch Manager

Bank Name

Branch Address

Subject: Request for Release of Fixed Deposit Funds

Dear Sir/Madam,

I, [Your Name], holding the Fixed Deposit Account number [FD Account Number], would like to request the release of my fixed deposit funds that matured on [Maturity Date]. The total amount to be released is [Amount].

As per the terms and conditions, I have provided all required identification and account information for the processing of this request.

Kindly process this request at your earliest convenience. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Address]

[Your Contact Details]