

Fixed Deposit Penalty Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank Name]

[Bank Branch]

[Branch Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to inquire about the penalty related to my fixed deposit account with the account number [Insert Account Number]. I am considering early withdrawal and would like to understand the penalties or charges that would apply in this situation.

Could you please provide me with the details regarding the penalty structure, including any percentage deductions or flat fees? Additionally, I would appreciate any guidance you could provide on the procedure for initiating an early withdrawal.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]