

# Fixed Deposit Renewal Request

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

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

Subject: Request for Renewal of Fixed Deposit Account

Dear Sir/Madam,

We would like to formally request the renewal of our Fixed Deposit Account bearing number [Insert FD Account Number], which will be maturing on [Insert Maturity Date]. We kindly request that the amount of [Insert Amount] be renewed for a further term of [Insert Term Length] as per your prevailing interest rates.

We authorize you to debit any applicable fees from our account and to reinvest the principal amount along with accrued interest as per the terms and conditions of our previous fixed deposit.

We appreciate your prompt attention to this matter and look forward to your confirmation of the renewal.

Thank you.

Sincerely,  
[Your Name]  
[Your Designation]  
[Your Company Name]  
[Contact Information]