

Fixed Deposit Cancellation Letter

Dear Sir/Madam,

I am writing this letter to request the cancellation of my fixed deposit account number _____ with your bank, which was opened on _____. Due to some unforeseen circumstances, I have to withdraw the funds from the account before its maturity date.

I understand that as per the terms and conditions of the fixed deposit, there may be a penalty for early withdrawal. Kindly let me know the amount of penalty that I would be required to pay in order to cancel the fixed deposit account.

I request you to kindly process the cancellation of my fixed deposit account at the earliest and transfer the balance amount to my savings account _____ with your bank. Please confirm the cancellation of the fixed deposit account and the transfer of funds to my savings account via email or letter.

I would like to thank you for your prompt attention to this matter.

Sincerely,

[Your Name]