

Official request to cancel fixed deposit

Subject: Request for Cancellation of Fixed Deposit

Dear [Bank Manager Name],

I am writing to request the cancellation of my Fixed Deposit with account number [Account Number] held at [Bank Name]. The deposit was opened on [Deposit Date] for a term of [Tenure].

Kindly process the closure and transfer the principal amount along with accrued interest to my savings account number [Savings Account Number].

I would appreciate your confirmation once the transaction has been completed.

Sincerely,

[Your Name]

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