

Polite, appreciative request to close FD

Subject: Request for Cancellation of Fixed Deposit Account

Dear [Bank Manager Name],

I am grateful for the services provided by [Bank Name]. I wish to close my Fixed Deposit account number [Account Number] opened on [Deposit Date] and request the principal and interest to be credited to my savings account [Savings Account Number].

Thank you for your continued support and assistance.

Warm regards,

[Your Name]

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