

Fixed Deposit Closure Application Letter to Bank Manager

1. Application for Fixed Deposit Early Withdrawal Due to Financial Hardship

To,
The Branch Manager,
[Bank Name],
[Branch Name],
[Branch Address],

Subject: Application for Fixed Deposit Early Withdrawal Due to Financial Hardship

Dear Sir/Madam,

I, [Your Name], holding a Fixed Deposit account (A/C No: [Account Number]) with your esteemed bank, humbly request an early withdrawal of my fixed deposit due to unforeseen financial hardships.

The recent challenges, including the loss of my job and unexpected medical expenses, have caused a severe strain on my finances. In such a situation, I am left with no option but to withdraw my fixed deposit prematurely to manage my expenses and fulfill my financial obligations.

I understand that early withdrawal of fixed deposit will result in a reduced interest rate and may be subject to penalties as per the bank's policy. However, under these circumstances, I kindly request you to consider waiving or reducing any penalties, if possible, to alleviate my financial burden.

I would appreciate your prompt assistance in processing the early withdrawal of my fixed deposit. Kindly let me know the necessary documentation and procedures to complete the process.

Thank you for understanding my situation, and I look forward to your favorable response.

Yours faithfully,
[Your Name]
[Mobile Number]
[Email ID]
[Address]

2. Application for Fixed Deposit Closure for Investment Opportunities

To,
The Branch Manager,
[Bank Name],
[Branch Address],

Subject: Application for Fixed Deposit Closure for Investment Opportunities

Respected Sir/Madam,

I, [Your Name], holding a Fixed Deposit (FD) account with your esteemed bank, kindly request the closure of my Fixed Deposit account bearing number [FD Account Number]. The Fixed Deposit was initiated on [Date of FD Start] and is due to mature on [Date of FD Maturity].

I have decided to close the FD account prematurely due to some lucrative investment opportunities that I have recently come across. I believe that investing in these opportunities will yield better returns in the long run. I understand that closing the FD account before its maturity date may result in a reduced interest rate and a penalty, as per the bank's terms and conditions.

Please find the original Fixed Deposit Receipt enclosed with this application. I kindly request you to close the FD account at the earliest and transfer the maturity amount (principal + accrued interest) to my savings account number [Savings Account Number] with your branch.

I would also like to apologize for any inconvenience this request may cause to the bank. I assure you that I have thoroughly evaluated the alternative investment options and made this decision after careful consideration. I appreciate your understanding and prompt assistance in this matter.

Thanking you.

Yours faithfully,

[Your Name]

[Your Address]

[Your Contact Number]

[Date]

3. Application to Revoke Fixed Deposit Auto-renewal and Request Closure

To,
The Branch Manager,
[Bank Name],
[Bank Branch],
[City],

Subject: Application to Revoke Fixed Deposit Auto-renewal and Request Closure

Respected Sir/Madam,

I, [Your Name], am holding a Fixed Deposit (FD) account (FD Account No. [FD Account Number]) with your esteemed bank since [FD start date]. The fixed deposit is set to auto-renew on maturity, and the current maturity date is [Maturity Date]. However, due to my current financial requirements, I wish to revoke the auto-renewal option and request the closure of my fixed deposit account upon its maturity.

Kindly process my request and deposit the matured amount (including the interest earned) into my savings account (Account No. [Savings Account Number]) on the date of maturity. I would appreciate it if you could provide me with a written confirmation of the same at your earliest convenience.

Please let me know if any additional information or documentation is required to proceed with the request. I am enclosing a photocopy of my fixed deposit receipt for your reference.

Thanking you in advance for your assistance.

Yours faithfully,

[Your Name]
[Address]
[Contact Number]
[Email ID]

4. Application for Fixed Deposit Account Termination After Maturity Date

To,
The Branch Manager,
[Bank Name],
[Branch Name],
[Branch Address],

Subject: Application for Fixed Deposit Account Termination After Maturity Date

Respected Sir/Madam,

I, [Your Name], holder of Savings Account number [Account Number], had opened a Fixed Deposit Account bearing number [FD Account Number] on [Date of Opening] in your esteemed bank. The maturity date of the Fixed Deposit was [Maturity Date]. I now wish to terminate this Fixed Deposit Account post its maturity.

I kindly request you to close the said Fixed Deposit Account and transfer the maturity amount, along with any interest accrued, to my Savings Account number [Account Number]. I have attached a photocopy of my passbook, Fixed Deposit receipt, and a cancelled cheque for your reference.

Your prompt action in this matter would be highly appreciated. Kindly acknowledge the termination of my Fixed Deposit Account and inform me once the transfer of funds has been completed.

Thanking you in anticipation.

Yours faithfully,

[Your Name]

[Your Address]

[City, Postal Code]

[Phone Number]

[Email Address]

Date: [Date of Application]

5. Application to Consolidate Multiple Fixed Deposits and Close Accounts

To,

The Branch Manager,

[Bank Name],

[Branch Name],

[Branch Address],

Subject: Application to Consolidate Multiple Fixed Deposits and Close Accounts

Dear Sir/Madam,

I, [Your Name], maintain multiple fixed deposit accounts at your esteemed bank. I would like to request the consolidation of these fixed deposits and the closure of the respective accounts.

The details of my fixed deposit accounts are as follows:

1. Account Number: [FD Account No. 1]

Amount: [Amount 1]

Date of Maturity: [Maturity Date 1]

2. Account Number: [FD Account No. 2]

Amount: [Amount 2]

Date of Maturity: [Maturity Date 2]

3. Account Number: [FD Account No. 3]

Amount: [Amount 3]

Date of Maturity: [Maturity Date 3]

Please consolidate the above fixed deposits and credit the total amount to my savings account (Account Number: [Savings Account Number]) upon the maturity of each fixed deposit. Subsequently, I request the closure of the above-mentioned fixed deposit accounts.

I am enclosing copies of my fixed deposit certificates as required. Kindly acknowledge this application and carry out the requested actions at the earliest. Please inform me when the consolidation and closure process is completed.

Thank you for your prompt attention to this matter.

Yours sincerely,

[Your Name]

[Your Address]

[City, State, Postal Code]

[Contact Number]

[Email Address]

Date: [Date of Submission]