

can be useful for future reference or tax purposes.

3. Avoids Miscommunication

Submitting a written closure request minimizes misunderstandings and ensures that the bank processes your request accurately.

4. Expedites the Closure Process

A well-drafted closure letter helps speed up the processing time, especially in cases of premature withdrawal.

Key Components of a Fixed Deposit Closure Letter

Creating an effective fixed deposit closure letter involves including specific details to ensure clarity and completeness. Here are the essential components:

1. Your Personal Details

- Full name
- Address
- Contact number
- Email ID (if applicable)

2. Bank Details

- Name of the bank or financial institution
- Branch address
- Account number or fixed deposit receipt number

3. Deposit Details

- Deposit amount
- Tenure of the FD
- Maturity date (if applicable)

4. Reason for Closure

