

To,
The Manager,
Doodh Pokhari Saving and Credit Cooperative Ltd.
Pokhara 12, Matepani

Date: _____
Name (Your name): _____
Address (As mentioned in Cooperative records): _____
Phone no. (As mentioned in Cooperative records): _____
Email ID (As mentioned in Cooperative records): _____

Subject: Request for the premature withdrawal of fixed deposit / Closure of fixed deposit.

Dear Sir/Ma'am,

I am a fixed deposit account holder in your branch. My fixed deposit account number is FD A/C _____ (Mention account number). I had opened fixed deposit on _____ (mention correct date in dd/mm/yyyy format) in the name of _____ (mention the fixed deposit account holder's name, if it is on your name mention that). My fixed deposit will mature on date _____ (mention correct date in dd/mm/yyyy format). I am writing this letter to you for premature withdrawal of fixed deposit because _____ (mention the reason here).

I am requesting you to kindly look into the matter and credit the amount to my savings account. My savings Cooperative account number is _____ (mention savings account number). I am hereby enclosing the FD receipt along with all the required documents.

Please do the needful at the earliest.

Thanking you,

(your signature as it is in Cooperative records)

Your name