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[Date]

[Name of Bank / Financial Institute]

[Address of Bank (line 1)]

[Address of Bank (line2)]

[Phone number or email address]

Dear [Name],

I, [your name] would like to invest in your financial institution. I have to know about Certificate of Deposit, And I am willing to invest a sum of [amount] for [term – in months or years]. Further I would like to know about the current rate of interest to proceed with the procedure.

Please reach out at my given contact information to further the process. Also, Please share the document for the terms and conditions your institute is currently offering for Certificate of Deposit.

Looking forward to your response.

Thanks and regards,

[your name]

[your contact number]

[your email id]