

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

TD Bank

[Branch Address]  
[City, State, Zip Code]

Subject: Request for Account Closure

Dear TD Bank Customer Service,

I am writing to formally request the closure of my TD Bank account. Here are the details of my account:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]

Please process this request at your earliest convenience. I would appreciate written confirmation of the account closure. Additionally, I would like any remaining balance in my account to be sent to me via [specify mailing address or alternative method].

Thank you for your attention to this matter. If you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]