

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

[TD Bank Branch Name]  
[Branch Address]  
[City, State, Zip Code]

Subject: Balance Confirmation Request

Dear [Branch Manager's Name],

I hope this letter finds you well. I am writing to request a confirmation of the balance in my account as of [specific date].

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Type of Account: [Checking/Savings/Business]

Please provide a written statement confirming the current balance in my account. If you require any further information or documentation, please do not hesitate to reach out.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]