

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

Customer Service

TD Bank

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

Dear TD Bank Customer Service,

I hope this letter finds you well. I am writing to request specific documentation regarding my loan with TD Bank. My loan account number is [Your Loan Account Number].

For my records, I would like to obtain the following documents:

1. Loan agreement and terms
2. Amortization schedule
3. Payment history

Please let me know if you require any further information or documentation from my end to process this request. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]