

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

Customer Service

TD Bank

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

Subject: Request to Close My TD Bank Account

Dear Customer Service,

I am writing to formally request the closure of my TD Bank account with the following details:

- Account Holder Name: [Your Name]
- Account Number: [XXXX-XXXX-XXXX]
- Type of Account: [Checking/Savings]

Please process this request at your earliest convenience. I kindly ask you to confirm the closure of my account and any remaining balance to be sent to the address above.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]