

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

Customer Service

TD Bank

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

Dear TD Bank Customer Service,

Subject: Request for Account Closure

I am writing to formally request the closure of my TD Bank account, with the account number [Your Account Number].

Please ensure that any remaining balance in the account is transferred to my designated account or a check is sent to my address mentioned above.

I would appreciate it if you could confirm the closure of my account in writing. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]