

[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 [Bank Manager's Name or "Customer Service"],

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

Please consider this letter as my official request to close the account effective immediately. I request that any remaining balance in my account be [indicate what you want to do with the remaining balance, e.g., transferred to another bank account or sent to me via check].

Please confirm the closure of my account and any necessary steps I need to complete. Should you require any further information, do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]