

[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 am writing to formally request the discontinuation of my banking services with TD Bank. My account details are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]

Please consider this letter as my official notice to close my account effective immediately. I would appreciate written confirmation of the account closure and any remaining balance details at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

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