

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

Customer Service

TD Bank

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

Subject: Request to Close Bank Account

Dear TD Bank Customer Service,

I hope this message finds you well. I am writing to formally request the closure of my bank account with TD Bank, which has the following details:

- Account Holder Name: [Your Name]
- Account Number: [Account Number Ending in Last Four Digits]

Please ensure that any remaining balance in the account is transferred to my designated account at another financial institution.

I would appreciate written confirmation once my account has been successfully closed. If you require any further information or documentation to process this request, please do not hesitate to contact me at the phone number or email address listed above.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]