

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

Customer Service

TD Bank

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

Subject: Account Closure Request

Dear TD Bank 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: [Your Account Number]

Please ensure that any remaining balance in my account is transferred to my designated account [provide bank details if necessary] or a check is mailed to my address listed above.

I would appreciate a confirmation of the account closure once it has been completed.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]