

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

TD Bank

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

Subject: Notification of Account Closure

Dear TD Bank Customer Service,

I am writing to formally request the closure of my TD Bank account associated with the following details:

****Account Holder Name:**** [Your Name]

****Account Number:**** [Your Account Number]

Please process the closure of my account effective immediately. I kindly ask that you send me a confirmation of the account closure along with any remaining balance details, if applicable.

I appreciate your assistance in this matter. Should you require any further information or confirmations, please do not hesitate to contact me at the phone number or email address listed above.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]