

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

TD Bank

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

Subject: Request to Close Bank Account

Dear TD Bank Customer Service,

I hope this letter finds you well. I am writing to formally request the closure of my TD Bank account, which is identified by the account number [Your Account Number].

Please ensure that any remaining balance be either [transfer to my new account at another bank OR mailed to me at the address listed above].

I would appreciate a confirmation once my account has been closed. If you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,
[Your Name]