

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

TD Bank

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

Subject: Account Closure Affirmation

Dear TD Bank Customer Service,

I am writing to formally affirm the closure of my TD Bank account, which is detailed below:

****Account Holder Name:**** [Your Name]
****Account Number:**** [Your Account Number]
****Type of Account:**** [Checking/Savings/Other]

As per our previous communication, I request the immediate closure of the aforementioned account. Please ensure that any remaining balance is transferred to my designated account as indicated below:

****Receiving Account Details****
****Account Holder Name:**** [Your Name]
****Account Number:**** [Receiving Account Number]
****Bank Name:**** [Receiving Bank Name]

I appreciate your assistance in processing this closure and providing written confirmation once it has been completed.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending by mail)]
[Your Printed Name]