

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

TD Bank

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

Subject: Request for Account Closure

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 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 request that any remaining balance in my account be transferred to my designated bank account as follows:

[Your Other Bank Account Details]

Thank you for your assistance in this matter. Please confirm the closure of my account and any final documentation at your earliest convenience.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]