

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

TD Bank

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

Subject: Account Closure Notice

Dear TD Bank Customer Service,

I am writing to formally request the closure of my TD Bank account, [Your Account Number]. Please consider this letter as my official notice to close the account effective immediately.

I would appreciate your assistance in ensuring that all remaining funds are transferred to my designated account: [Your New Bank Account Details].

Please confirm the closure of my account and the final transaction details at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Signature] (if sending a hard copy)