

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

Customer Service

TD Bank

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

Dear TD Bank Customer Service,

Subject: Account Termination Request

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

I would appreciate it if you could confirm the closure of my account and provide me with a final statement detailing any remaining balance and the completion of this process. Additionally, please let me know if there are any further actions I need to take on my end.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]