

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

TD Bank

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

Subject: Request to Close Bank Account

Dear TD Bank Customer Service,

I am writing to formally request the closure of my bank account with TD Bank. Below are the details of my account:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]

Please process this request and confirm the closure of my account. If there are any remaining funds, I would like the balance to be sent to me via [specify method, e.g., check or electronic transfer].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]