

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

Customer Service Department
TD Bank

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

Subject: Request to Close Bank Account

Dear TD Bank Customer Service,

I hope this message finds you well.

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

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

Please process this request at your earliest convenience. I would appreciate a confirmation of the account closure once completed. If there are any final transactions or requirements needed to close the account, please inform me accordingly.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]