

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

TD Bank
[Branch Address or Customer Service Address]
[City, State, Zip Code]

Dear TD Bank Customer Service,

Subject: Termination of Bank Account

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

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Type of Account: [Checking/Savings/Other]

Please process this request at your earliest convenience and confirm the account closure in writing. I would appreciate if you could ensure that any remaining balance in my account is transferred to my designated account or a check is issued to me.

Thank you for your assistance.

Sincerely,

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