

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

TD Bank

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

Dear [Branch Manager's Name],

Subject: Account Opening Request

I hope this letter finds you well.

I am writing to formally request the opening of a [type of account, e.g., checking/savings] account with TD Bank. Please find my personal details and required documentation attached for your review.

Full Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Social Security Number: [Your SSN]

Address: [Your Address]

Phone Number: [Your Phone Number]

Email Address: [Your Email Address]

I understand the terms and conditions associated with opening an account and I am ready to proceed with the application process. If further information or documentation is required, please do not hesitate to contact me.

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]