

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

Customer Service

TD Bank

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

Dear TD Bank Customer Service,

I am writing to initiate the process of opening a new bank account with TD Bank. I am interested in [specify type of account, e.g., personal checking, savings, business account], and would like to know the necessary steps to proceed.

Please provide me with details regarding the required documentation, any initial deposit requirements, and account features.

I appreciate your assistance and look forward to your prompt response.

Thank you,

Sincerely,

[Your Name]