

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Bank Manager's Name]

TD Bank

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

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to formally request the opening of a new bank account at TD Bank.

I am interested in [specific type of account, e.g., checking, savings, etc.] and would like to understand the necessary documentation and steps required for this process.

Please let me know a convenient time for us to discuss this further or any forms I should complete ahead of time.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]