

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

Customer Service

TD Bank

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

Dear Customer Service,

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

Please find my details below:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Social Security Number: [Your SSN]
- Address: [Your Address]

I am interested in opening [specify the type of account, e.g., checking/savings account] and would appreciate any information on the necessary documentation required, as well as the terms and conditions associated with this account.

Please feel free to contact me at your earliest convenience to discuss the next steps. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]