

[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],

I hope this letter finds you well.

I am writing to request the opening of a TD Bank account. I would like to discuss options for the type of account that best suits my financial needs.

Please let me know what documents and information you require from me to proceed with this request. I am looking forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]