

[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 formally request the opening of a new bank account at TD Bank. I am interested in [specify account type, e.g., checking, savings, etc.], and would appreciate your assistance in this process.

Please find enclosed the required documents for account opening, including:

- A valid photo ID
- Proof of address
- Social Security number

I would like to schedule an appointment to discuss my options and complete the necessary paperwork. You can reach me at [your phone number] or [your email address].

Thank you for your attention to this matter. I look forward to banking with TD Bank.

Sincerely,  
[Your Name]