

[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 or "To Whom It May Concern"],
I am writing to formally request the opening of a new bank account with TD Bank. I am interested in [specify the type of account, e.g., checking, savings, etc.], and I would like to complete the necessary processes required for account establishment.

Please find attached the required documentation, including [list any documents you are including, e.g., identification, proof of address, Social Security number, etc.].

I would appreciate any additional information or steps needed to finalize this process. Thank you for your assistance, and I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]