

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

Customer Service

TD Bank

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

Subject: Request for Credit Card Statement

Dear TD Bank Customer Service,

I hope this message finds you well. I am writing to request a copy of my credit card statement for the account associated with the following details:

- **Account Holder Name:** [Your Name]
- **Account Number:** [Your Account Number]
- **Statement Period:** [Specify the period for the statement needed, e.g., "October 1, 2023, to October 31, 2023"]

I would appreciate it if you could send the statement to my email address or to the mailing address listed above at your earliest convenience.

Thank you for your prompt attention to this matter. Please feel free to contact me if you require any additional information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]