

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

Customer Service

TD Bank

[Bank's Address]  
[City, State, ZIP Code]

Subject: Credit Card Account Issue

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally address an issue I am experiencing with my TD Bank credit card account, [Account Number].

[Describe the specific issue in detail, including dates, transactions, and any previous communication regarding the matter.]

I kindly request your assistance in resolving this matter promptly.

Please let me know if you require any further information or documentation from my side to expedite the process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]