

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

TD Bank  
Credit Card Services  
[Bank Address]

[City, State, Zip Code]

Subject: Request for Credit Card Upgrade

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request an upgrade for my TD Bank credit card. My current card is [Your Current Card Type] with account number ending in [Last Four Digits of Card].

I have been a loyal customer since [Year] and have consistently made timely payments while maintaining a good credit score. I believe that an upgrade to [Desired Card Type] would better suit my financial needs and lifestyle.

Please let me know the steps I need to take to facilitate this upgrade.

Thank you for considering my request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[TD Bank Customer ID (if applicable)]