

[Your Name]  
[Your Address]  
[City, Province, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Financial Institution Name]  
[Institution Address]  
[City, Province, Postal Code]

Dear [Recipient's Name],

Subject: Request for Transfer of Tax-Free Savings Account (TFSA) Funds

I hope this letter finds you well. I am writing to formally request the transfer of my Tax-Free Savings Account (TFSA) funds from [Current Institution Name] to [New Institution Name].

Please find my account details below:

- Current TFSA Account Number: [Your Current Account Number]
- New TFSA Account Number (if applicable): [Your New Account Number]
- Account Holder Name: [Your Name]
- Date of Birth: [Your Date of Birth]

I understand that this transfer is a tax-free transaction and will not affect my contribution limits.

Enclosed, I have included all necessary forms and documentation required to facilitate this transfer. Please let me know if any additional information is needed.

I appreciate your prompt attention to this matter and would like to request confirmation once the transfer has been completed.

Thank you for your assistance.

Sincerely,

[Your Name]