

[Your Name]  
[Your Address]  
[City, Province, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]

[Financial Institution Name]  
[Institution Address]  
[City, Province, Postal Code]

Subject: Request for TFSA Account Details

Dear [Account Manager's Name or Customer Service Department],  
I hope this letter finds you well. I am writing to request detailed information regarding my Tax-Free Savings Account (TFSA) with your institution. Specifically, I would like to obtain the following details:

1. Current balance and contributions made to my TFSA.
2. Any withdrawal transactions in the past year.
3. Information on any investment holdings within the account.
4. Contribution limit for the current year.

My account number is [Your Account Number]. If you require any further identification or documents to process this request, please let me know. Thank you for your attention to this matter. I look forward to your prompt response.

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