

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

Dear [Recipient's Name or Customer Service],
I hope this letter finds you well. I am writing to formally request a statement for my Tax-Free Savings Account (TFSA) for the period of [specify date range, e.g., January 1, 2023, to December 31, 2023].

My account details are as follows:

Account Holder Name: [Your Name]
Account Number: [Your Account Number]

Please include all relevant transactions, contributions, and any interest accrued during this period in the statement. If possible, I would prefer to receive the statement via [email or mail].

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

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