

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

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally request the opening of a Tax-Free Savings Account (TFSA) with [Bank/Financial Institution Name]. I am interested in exploring the benefits and investment options available under this account.

Please let me know the necessary steps and documents required to facilitate this process. If possible, I would appreciate any brochures or information you can provide regarding the features, contribution limits, and investment choices associated with the TFSA.

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

Sincerely,

[Your Name]