

[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 Funds Withdrawal

Dear [Recipient's Name],

I am writing to request a withdrawal from my Tax-Free Savings Account (TFSA) with account number [Your Account Number].

I would like to withdraw the amount of [specify amount] for personal use.

Please process this request at your earliest convenience.

If you require any further information or documents to complete this withdrawal, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]