

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

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

Dear [Recipient Name],

Subject: TFSA Adjustment Request

I hope this letter finds you well.

I am writing to request adjustments to my Tax-Free Savings Account (TFSA) due to [briefly explain reason, e.g., over-contribution, correction of account details]. My TFSA account number is [Your Account Number].

Please find the relevant details below:

- Type of Adjustment: [Specify type]
- Account Number: [Your Account Number]
- Amount: [Specify amount, if applicable]
- Additional Information: [Provide any necessary additional information or supporting documents]

I would appreciate your assistance in processing this request at your earliest convenience. If you require any further information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]