

[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 Transfer of TFSA

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to request the transfer of my Tax-Free Savings Account (TFSA) from [Current Financial Institution] to [New Financial Institution]. Below are the details of my account and the transfer request:

****Account Holder Information:****

- Name: [Your Full Name]
- Address: [Your Address]
- Date of Birth: [Your Date of Birth]
- Social Insurance Number (SIN): [Your SIN]

****Current TFSA Information:****

- Current Financial Institution: [Current Financial Institution Name]
- Account Number: [Current Account Number]

****New TFSA Information:****

- New Financial Institution: [New Financial Institution Name]
- Account Number (if available): [New Account Number]

Please process this transfer as per the guidelines provided for TFSA transfers. I authorize the transfer of my funds and any investments from my current TFSA to the new institution.

If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

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