

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

[Financial Institution Name]
[Institution Address]
[City, Province, Postal Code]
Subject: TFSA Annual Disclosure

Dear [Financial Institution Contact Name/Department],
I am writing to request the annual disclosure information for my Tax-Free Savings Account (TFSA) for the year ending December 31, [year].

Account Information:

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

I would appreciate receiving the following details:

1. The total contributions made to my TFSA during the year.
2. The total withdrawals made during the year.
3. The accumulated earnings (interest, dividends, capital gains) for the year.
4. Any contributions carried forward or over-contributed amounts, if applicable.

Please send the information to my address referenced above or via email at [Your Email Address]. I am looking forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

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