

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

Subject: Notice of TFSA Account Closure

Dear [Financial Institution Name/Account Manager],

I am writing to formally request the closure of my Tax-Free Savings Account (TFSA) associated with account number [Your Account Number].

I have decided to close my account effective immediately due to [reason for closure, e.g., personal financial planning, relocation, etc.]. Please ensure that any remaining balance is disbursed to my linked account as per your policies.

I would appreciate a confirmation of the account closure and any final statements reflecting the account's status. If there are any outstanding requirements on my part, please inform me at your earliest convenience.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]