

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

Dear [Recipient's Name],

Subject: Closure of Tax-Free Savings Account (TFSA)

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

Please process this request in a timely manner and confirm the closure of my account via email or postal mail.

I appreciate your assistance in this matter.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]