

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Financial Institution/Organization Name]
[Address]
[City, Province, Postal Code]

Dear [Recipient's Name],

Subject: TFSA Tax Reporting

I am writing to request the necessary documentation regarding my Tax-Free Savings Account (TFSA) for the [tax year] reporting. As I prepare my tax returns, I need the following information:

1. Confirmation of my TFSA contributions for the [tax year].
2. A summary of any withdrawals made during the [tax year].
3. Details of any income earned within the account for the [tax year].

Please ensure that I receive these documents by [specific date] to comply with the tax reporting deadlines. If you require any further information or forms to process this request, please let me know.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[TFSA Account Number]