

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

[Financial Institution Name]  
[Institution Address]  
[City, Province, Postal Code]  
Subject: TFSA Withdrawal Request

Dear [Recipient's Name],  
I hope this letter finds you well. I am writing to formally request a withdrawal from my Tax-Free Savings Account (TFSA) with [Financial Institution Name].

Account Information:

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

Withdrawal Details:

- Amount to Withdraw: [Withdrawal Amount]
- Reason for Withdrawal: [Brief explanation of the reason, if desired]

I understand the implications of this withdrawal regarding my contribution room in future years. Please process this request at your earliest convenience and confirm once the withdrawal has been completed. Should you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

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