

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Application for Joint Account Opening

Dear [Bank Manager's Name or "To Whom It May Concern"],

I am writing to request the opening of a joint bank account with your esteemed institution. The account will be held jointly by myself, [Your Name], and [Co-Account Holder's Name], who resides at [Co-Account Holder's Address].

We would like to request the following features for our joint account:

- [List any specific features such as online banking, debit cards, etc.]

We have attached the necessary identification and documentation required for the account opening process. These include:

- Copies of our identification (e.g., driver's licenses or passports)
- Proof of address (e.g., utility bills)
- Any additional documents as per your requirements

We kindly request your assistance in guiding us through the process of opening this joint account. Please let us know if there are any further steps or information required from our side.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Co-Account Holder's Name]