

[Your Bank's Name]

[Branch Address]

[City, State, ZIP Code]

[Date]

Subject: Request for Joint ATM Card for Joint Account

To Whom It May Concern,

We, [Account Holder 1 Name] and [Account Holder 2 Name], holding a joint account with the number [Account Number], request the issuance of an ATM card for our joint account.

Details of the Account Holders:

1. Account Holder 1:

- Name: [Account Holder 1 Name]
- Address: [Account Holder 1 Address]
- Contact Number: [Account Holder 1 Contact Number]
- Email: [Account Holder 1 Email]

2. Account Holder 2:

- Name: [Account Holder 2 Name]
- Address: [Account Holder 2 Address]
- Contact Number: [Account Holder 2 Contact Number]
- Email: [Account Holder 2 Email]

We request that you process this request at your earliest convenience and provide us with the ATM cards linked to our joint account.

Thank you for your assistance.

Sincerely,

[Account Holder 1 Signature]

[Account Holder 1 Name]

[Account Holder 2 Signature]

[Account Holder 2 Name]

[Attachments: Any required identification documents]