

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

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Request to Open a Joint Bank Account

I hope this letter finds you well. I am writing to formally request the opening of a joint bank account with [Co-Applicant's Name].

Please find below the details of both account holders:

1. **Account Holder 1:**

- Name: [Your Name]
- Address: [Your Address]
- Date of Birth: [Your Date of Birth]
- Social Security Number: [Your SSN]

2. **Account Holder 2:**

- Name: [Co-Applicant's Name]
- Address: [Co-Applicant's Address]
- Date of Birth: [Co-Applicant's Date of Birth]
- Social Security Number: [Co-Applicant's SSN]

We would like to specify the type of account we wish to open, which is a [Checking/Savings] account.

Please let us know the necessary steps, documents, and any initial deposit required to proceed with the account opening. We are looking forward to a positive response and would appreciate your assistance in this matter.

Thank you for your attention and support.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Co-Applicant's Name]