

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

Customer Service Department

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

Subject: Request for Joint Credit Card Account

Dear [Customer Service Manager's Name],

I hope this letter finds you well. I am writing to formally request the addition of a joint account holder to my existing credit card account with [Bank Name].

Account Holder Information:

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

Joint Account Holder Information:

- Joint Account Holder Name: [Joint Account Holder's Name]
- Address: [Joint Account Holder's Address]
- Date of Birth: [Joint Account Holder's Date of Birth]
- Social Security Number: [Joint Account Holder's SSN]

I have attached all necessary documentation to verify the identity and creditworthiness of the joint account holder. Please let me know if any additional information is required to process this request.

Thank you for your attention to this matter. I look forward to your prompt response regarding the status of my request.

Sincerely,

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