

[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: Application for Joint Bank Account Opening

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

We would like to open a joint account for the purpose of [briefly state the purpose, e.g., managing household expenses, saving for a vacation, etc.].

Please find our details below:

****Primary Account Holder:****

Name: [Your Name]
Date of Birth: [Your DOB]
SSN: [Your SSN]

****Co-Account Holder:****

Name: [Co-Account Holder's Name]
Date of Birth: [Co-Account Holder's DOB]
SSN: [Co-Account Holder's SSN]

We have attached the necessary identification documents and any forms required for the account opening process. We would appreciate it if you could guide us through any additional steps we need to complete.

Thank you for your assistance. We look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Co-Account Holder's Name]