

[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 or Customer Service],

Subject: Request to Open a Joint Savings Account

I hope this letter finds you well. I am writing to formally request the opening of a joint savings account with [Co-Account Holder's Name]. We have discussed our financial goals and believe that a joint savings account will be beneficial for us.

Please find below the necessary information for both account holders:

1. ****Primary Account Holder:****

- Name: [Your Full Name]
- Address: [Your Address]
- Date of Birth: [Your DOB]
- Social Security Number: [Your SSN]
- Contact Number: [Your Phone Number]

2. ****Co-Account Holder:****

- Name: [Co-Account Holder's Full Name]
- Address: [Co-Account Holder's Address]
- Date of Birth: [Co-Account Holder's DOB]
- Social Security Number: [Co-Account Holder's SSN]
- Contact Number: [Co-Account Holder's Phone Number]

We understand the requirements for opening a joint account and are prepared to provide any additional documents necessary for this process. Please let us know the next steps we need to take and any paperwork required to proceed. We look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Co-Account Holder's Printed Name]