

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

Subject: Request to Close Joint Bank Account

Dear [Bank Manager's Name or "Branch Manager"],
I am writing to formally request the closure of our joint bank account,
[Account Number], held at [Bank Name]. The account is held in the names
of [Your Name] and [Co-Account Holder's Name].

Please process the closure of this account effective immediately. Any
remaining balance should be [instructions on how to handle remaining
balance, e.g., "transferred to our individual accounts" or "issued as a
check"].

If you require any further information or signatures, please do not
hesitate to contact me at the number or email address provided above.
Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Co-Account Holder's Printed Name] (if applicable)