

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

The Branch Manager  
JK Bank

[Branch Address]  
[City, State, Zip Code]

Subject: Request for Joint Account Opening

Dear Sir/Madam,

I hope this letter finds you well. I am writing to request the opening of a joint bank account with JK Bank.

Details of the account holders are as follows:

1. Primary Account Holder:

- Name: [Your Name]
- Account Number (if applicable): [Your Account Number]
- Address: [Your Address]
- Phone Number: [Your Phone Number]

2. Joint Account Holder:

- Name: [Joint Account Holder's Name]
- Address: [Joint Account Holder's Address]
- Phone Number: [Joint Account Holder's Phone Number]

Please find enclosed copies of the required documents for both account holders, including identification proof, address proof, and photographs.

I kindly request you to process this application at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]