

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

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

Subject: Request for Joint Account Opening

Dear [Bank Manager's Name],

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

Details of Account Holders:

1. Primary Account Holder:

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

We would like to request the following type of joint account: [Type of Account, e.g., Checking, Savings].

Please let us know the required documents and next steps to facilitate this process. We appreciate your assistance and look forward to your prompt response.

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]