

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Subject: Notification Regarding Joint Account

Dear [Recipient's Name],

We hope this letter finds you well. We are reaching out to notify you about important information regarding the joint account held in your name and [Other Account Holder's Name] at RBC Bank.

Account Details:

- Account Number: [Account Number]
- Account Type: Joint Account

As joint account holders, both parties share equal rights and responsibilities concerning the account. Please be reminded of the following:

1. **\*\*Account Transactions\*\***: Both account holders can initiate transactions independently.
2. **\*\*Notifications\*\***: Any changes to the account (such as address, contact details, or account preferences) require agreement from both parties.
3. **\*\*Liabilities\*\***: Any fees or deficiencies incurred will be considered the joint responsibility of both account holders.

Should you have any questions or require further clarification regarding your joint account, please do not hesitate to contact us at [Customer Service Phone Number] or visit your nearest RBC branch.

Thank you for choosing RBC Bank.

Sincerely,

[Your Name]  
[Your Job Title]  
RBC Bank