

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

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

Subject: Withdrawal Request for Joint Account

Dear [Bank Manager's Name],

I am writing to formally request a withdrawal from our joint account, [Account Number], held in the names of [Your Name] and [Co-Account Holder's Name].

Please find the details of the withdrawal below:

- **\*\*Amount to Withdraw:\*\*** [Amount]

- **\*\*Withdrawal Method:\*\*** [Check/Cash/Transfer to another account]

Both account holders are in agreement with this withdrawal, and we have attached any required identification documents as needed.

Thank you for your attention to this matter. Please confirm the processing of this request at your earliest convenience.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Co-Account Holder's Signature (if required)]

[Co-Account Holder's Printed Name]