

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

Subject: Application for Joint Bank Account

Dear [Bank Manager's Name],

I am writing to formally request the opening of a joint bank account with [Co-Account Holder's Name]. We have decided to manage our finances together and believe that a joint account will facilitate our financial management more efficiently.

We would like to apply for a [type of account, e.g., checking, savings] joint account and are prepared to provide any necessary documentation required for this process.

Please let us know the next steps and any additional information you may need from us.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Co-Account Holder's Name] (if applicable)