

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

Subject: Request to Close Joint Bank Account

Dear [Bank Manager's Name or "To Whom It May Concern"],

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

Please consider this letter as our formal request for closure.

We have decided to close this account due to [brief reason, e.g., "changes in our financial arrangements"].

Please ensure that any remaining balance is transferred to [provide a bank account number or address for the remaining balance, if applicable].

We would appreciate your prompt attention to this matter and kindly request a confirmation of the account closure.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

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