

# Bank Account Closure Request for Joint Account

Date: [Insert Date]

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

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

Dear [Bank Manager's Name],

I am writing to request the closure of our joint bank account ([Account Number]) held in the names of [Your Name] and [Joint Account Holder's Name]. Due to [mention reason, e.g., changes in financial circumstances, relocation, etc.], we have decided to close this account.

We kindly request that you process this closure at your earliest convenience. Please ensure that any remaining balance in the account is transferred to our respective accounts as follows:

- [Your Name]: [Your Account Number]
- [Joint Account Holder's Name]: [Joint Account Holder's Account Number]

We also request that you send us a written confirmation once the account has been closed. If you require any further information or documentation, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

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