

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

**Subject: Request for Termination of Joint Bank Account**

Dear [Bank Manager's Name],

I am writing to formally request the termination of our joint bank account, account number [Account Number], held in the name of [Your Name] and [Co-Account Holder's Name]. Due to [reason for termination], we have mutually agreed to close this account.

We kindly ask that you process this request at your earliest convenience and confirm the closure of the account in writing. Please let us know if any additional documentation or signatures are required to facilitate this process.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]