

# Joint Account Closure Request

Date: [Insert Date]

To,

Bank Manager,  
[Bank Name],  
[Branch Address]

Subject: Request for Closure of Joint Account

Dear [Bank Manager's Name],

We, [Account Holder 1 Name] and [Account Holder 2 Name], holding joint account number [Account Number], hereby request the closure of our joint account at your branch.

This decision has been made mutually, and we both agree that there are no pending transactions, and all necessary formalities have been completed. Please provide us with a written confirmation once the account has been closed and any remaining balance has been settled as per our instructions.

Thank you for your assistance in this matter.

Sincerely,

[Account Holder 1 Name]  
[Account Holder 1 Signature]  
[Account Holder 1 Contact Information]

[Account Holder 2 Name]  
[Account Holder 2 Signature]  
[Account Holder 2 Contact Information]