

# Joint Account Deletion Request

Date: \_\_\_\_\_

To,

Customer Service

[Bank Name]

[Bank Address]

Dear Sir/Madam,

We, the undersigned account holders, request the closure of our joint account held with your bank.

Account Details:

Account Holder 1 Name: \_\_\_\_\_

Account Holder 1 Number: \_\_\_\_\_

Account Holder 2 Name: \_\_\_\_\_

Account Holder 2 Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

We confirm that all transactions have been settled, and no further liabilities are owed to the bank by either account holder.

We request that any remaining balance be transferred to our respective accounts as follows:

Account Holder 1 Transfer Account: \_\_\_\_\_

Account Holder 2 Transfer Account: \_\_\_\_\_

Thank you for your assistance.

Sincerely,

\_\_\_\_\_

Account Holder 1 Signature

\_\_\_\_\_

Account Holder 2 Signature

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_