

Notice of Joint Account Closure

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally request the closure of my joint account ([Account Number]) held with [Co-Account Holder's Name]. This decision has been made due to personal reasons that necessitate the discontinuation of this shared financial arrangement.

Please confirm the closure of the account and provide me with any required documentation regarding the final balance or transactions. I would appreciate your assistance in ensuring that this process is completed promptly.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]