

# Request to Cancel Joint Account

Date: [Insert Date]

[Your Name]

[Your Address] [City, State, Zip Code]

[Email Address] [Phone Number]

[Bank's Name]

[Bank's Address] [City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally request the cancellation of my joint account, [Account Number], held with [Co-account Holder's Name], due to my recent relocation. As I have moved to [New Location], it is no longer feasible for me to maintain this account.

Please let me know if there are any necessary forms or procedures I need to complete in order to finalize the cancellation. I would appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]