

Request to Close Joint Account

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]

[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: [Insert Account Number]) held at [Bank Name]. The account is co-signed by [Co-signer's Name]. Both parties have agreed to close this account.

We kindly ask that you assist us in this process and confirm any remaining balance that may be available. We would like to request that any remaining funds be transferred to [Provide account details for transfer].

Additionally, please let us know if there are any forms or further documentation required from either party to finalize the closure.

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

Sincerely,

[Your Name]
[Co-signer's Name]

[Your Signature]
[Co-signer's Signature]