

# Request for Dissolution of Joint Account

Date: [Insert Date]

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

[Bank Name]  
[Bank Address]  
[City, State, Zip Code]

Dear [Bank Manager's Name],

We, [Your Name] and [Other Account Holder's Name], hold a joint account with the account number [Account Number]. We are writing to formally request the dissolution of our joint account.

Both parties have mutually agreed to this dissolution and request that you close the account effective immediately. Please transfer any remaining balance to the following account:

[Your Name]  
[Your Bank Account Number]  
[Bank Name]

We appreciate your assistance in this matter and request written confirmation of the closure of the joint account.

Thank you for your prompt attention to this request.

Sincerely,

[Your Signature]  
[Your Name]  
[Other Account Holder's Signature]  
[Other Account Holder's Name]