

Approval for Joint Account Operations

Date: [Insert Date]

To,

[Account Holder 1 Name]
[Account Holder 1 Address]
[City, State, Zip Code]

And,

[Account Holder 2 Name]
[Account Holder 2 Address]
[City, State, Zip Code]

Subject: Approval for Joint Account Operations

Dear [Account Holder 1 Name] and [Account Holder 2 Name],

We are pleased to inform you that your request for joint operations on account number [Insert Account Number] has been approved. Both account holders are now authorized to conduct transactions as per the terms discussed.

Please ensure to adhere to all banking policies and procedures while operating the joint account.

If you have any questions or require further assistance, feel free to contact us.

Thank you for choosing our bank.

Sincerely,

[Your Name]
[Your Position]
[Bank Name]
[Bank Contact Information]