

# Joint Account Authority Notification

Date: [Insert Date]

To Whom It May Concern,

This letter is to formally notify you regarding the authority granted for the joint account held at [Bank Name] under the account number [Account Number].

The following individuals are authorized to manage this account:

- **Account Holder 1:** [Full Name, Address, Contact Information]
- **Account Holder 2:** [Full Name, Address, Contact Information]

Both account holders have equal rights to access, manage, and make transactions on this account. Any changes to this authority must be communicated formally in writing.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]