

Instructions for Closing Joint Account

Date: [Insert Date]

To: [Bank Name]

Account Holders:

- [First Account Holder's Name]
- [Second Account Holder's Name]

Subject: Request for Joint Account Closure

Dear [Bank Manager's Name],

We, the undersigned account holders, request the closure of our joint account with the following details:

Account Number: [Insert Account Number]

Account Type: Joint Account

Kindly find below the necessary instructions for the closure:

1. Ensure that all outstanding transactions are settled.
2. Transfer the remaining balance to the following account:
 - Account Holder: [Name]
 - Account Number: [Insert Account Number]
 - Bank Name: [Bank Name]
3. Confirm receipt of this request and provide written confirmation once the account has been closed.

Thank you for your attention to this matter.

Sincerely,

[First Account Holder's Name]

Signature: _____

[Second Account Holder's Name]

Signature: _____