

# Joint Account Closure Request

Date: [Insert Date]

To,

Branch Manager,  
[Bank Name]  
[Branch Address]

Subject: Request for Closure of Joint Account

Dear [Branch Manager's Name],

We, the undersigned account holders, hereby request the closure of our joint account held with your bank, account number [Insert Account Number].

Account Holders:

- [Account Holder 1 Name] - [Contact Information]
- [Account Holder 2 Name] - [Contact Information]

We confirm that all transactions have been settled, and there are no pending dues. Please transfer any remaining balance to our individual accounts as follows:

[Account Holder 1 Name] - [Account Number and Bank Name]

[Account Holder 2 Name] - [Account Number and Bank Name]

We appreciate your assistance in this matter. Please let us know if you require any further information or documentation.

Thank you for your prompt attention to this request.

Sincerely,

\_\_\_\_\_  
[Account Holder 1 Name]

Signature: \_\_\_\_\_

\_\_\_\_\_  
[Account Holder 2 Name]

Signature: \_\_\_\_\_