

Joint Credit Account Termination Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [MM/DD/YYYY]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

We, [Your Name] and [Co-Account Holder's Name], are writing to formally request the termination of our joint credit account, account number [Account Number].

We have mutually agreed to terminate this joint account and would like to ensure that all necessary steps are taken to close it efficiently. Please let us know if there are any remaining balances, fees or documents required to finalize this process.

Thank you for your attention to this matter. We appreciate your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]

[Co-Account Holder's Signature]

[Co-Account Holder's Printed Name]