

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Request for Joint Credit Account Closure

Dear [Bank Manager's Name],

I am writing to formally request the closure of our joint credit account ([Account Number]) held under my name, [Your Name], and [Co-Account Holder's Name].

Due to [brief reason for the closure, e.g., separation, lack of usage, etc.], we have mutually agreed that it is in our best interest to close this account. Please ensure that all outstanding balances are cleared and that we receive a confirmation letter once the account has been closed.

Should you require any further information or documentation, please do not hesitate to contact me at the phone number or email address provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]