

Shared Banking Account Setup

Date: [Insert Date]

To,

[Bank Manager's Name]

[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 request the setup of a shared banking account with [Bank Name]. We believe that a joint account will help us manage our finances more effectively.

Below are the details of both account holders:

- Name: [Your Name]
- Address: [Your Address]
- Contact Number: [Your Contact Number]
- Email: [Your Email]

- Name: [Co-Account Holder's Name]
- Address: [Co-Account Holder's Address]
- Contact Number: [Co-Account Holder's Contact Number]
- Email: [Co-Account Holder's Email]

We would like to request the following account features:

- Debit Cards for both account holders
- Online Banking Access
- Joint Account Statements

We have attached all necessary identification documents as per your requirements. Please let us know if further information is needed.

Thank you for your assistance. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Co-Account Holder's Name]

[Co-Account Holder's Signature (if sending a hard copy)]