

Joint Account Conversion Request

Date: [Insert Date]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Dear [Bank Manager's Name],

We, the undersigned, are the business partners of [Business Name]. We are writing to formally request the conversion of our current business account [Current Account Number] into a joint account.

Account Holders:

- [Partner 1 Name] - [Partner 1 Account Number]
- [Partner 2 Name] - [Partner 2 Account Number]

We understand the policies and procedures related to joint accounts and are ready to provide any additional documentation if required. We believe that this conversion will streamline our banking processes and enhance our collaborative efforts.

Thank you for your prompt attention to this matter. We look forward to your confirmation.

Sincerely,

[Partner 1 Name]

[Title]

[Business Name]

[Contact Information]

[Partner 2 Name]

[Title]

[Business Name]

[Contact Information]