

Joint Account Conversion Request

Date: [Insert Date]

To,
[Bank Name]
[Branch Address]
[City, State, Zip Code]

Dear [Bank Manager's Name],

We, the undersigned co-applicants, hereby request the conversion of our existing joint account, Account Number: [Insert Account Number], into a different type of joint account, specifically a [Insert Desired Account Type].

The details of the co-applicants are as follows:

- Co-Applicant 1: [Full Name], [Address], [Contact Number], [Email]
- Co-Applicant 2: [Full Name], [Address], [Contact Number], [Email]

We request this conversion effective immediately, and kindly ask you to process the necessary adjustments to our account. If any further documentation is required, please do not hesitate to contact us at the provided details.

Thank you for your assistance.

Sincerely,

[Co-Applicant 1 Signature]
[Co-Applicant 1 Name]

[Co-Applicant 2 Signature]
[Co-Applicant 2 Name]