

Joint Account Conversion Request

Date: [Insert Date]

To,

[Bank Name]

[Branch Address]

Subject: Request for Conversion of Account to Joint Account

Dear [Bank Manager's Name],

I, [Your Name], hold an individual account with your bank under the account number [Account Number]. I would like to request a conversion of my individual account into a joint account with my family member(s) as detailed below:

Joint Account Holder(s):

- Name: [Family Member 1's Name], Relationship: [Relationship]
- Name: [Family Member 2's Name], Relationship: [Relationship]

Reason for Account Conversion:

[Brief explanation of the reason for conversion, e.g., family financial planning, shared expenses, etc.]

Attached herewith are the necessary documents for your review:

- Photocopies of valid IDs for all account holders
- Proof of address for all account holders
- [Any other required document]

Please let me know if you need any further information or if I need to visit the branch for any formalities.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Contact Information]