

Joint Account Conversion Request

Date: [Insert Date]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Dear [Bank Manager's Name],

We, [Your Name] and [Partner's Name], are writing to formally request the conversion of our individual accounts into a joint account. We have been account holders at [Bank Name] since [Insert Date], and we believe that this conversion will assist us in managing our finances together as a couple.

Below are our account details:

- [Your Name]: Account Number [Your Account Number]
- [Partner's Name]: Account Number [Partner's Account Number]

We kindly ask you to provide us with the necessary steps and documentation required to facilitate this conversion. We appreciate your assistance in this matter.

Thank you for your prompt attention to our request. We look forward to your response.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email]

[Partner's Name]

[Partner's Address]

[City, State, ZIP Code]

[Partner's Phone Number]

[Partner's Email]