

Joint Account Conversion Request

Date: [Insert Date]

To:

[Bank Name]

[Branch Address]

[City, State, Zip Code]

Dear [Bank Manager/Customer Service],

We, [Your Name] and [Co-Account Holder's Name], are writing to request the conversion of our current separate accounts into a joint account for the purpose of managing our shared expenses effectively.

Account Details:

- [Your Account Name] - Account Number: [Your Account Number]
- [Co-Account Holder's Name] - Account Number: [Co-Account Holder's Account Number]

We believe that a joint account would facilitate better financial management for our shared expenses, including household bills, groceries, and other joint responsibilities.

We kindly request your assistance in processing this conversion at your earliest convenience. Please let us know if there are any forms or identification required to facilitate this request.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

Sincerely,

[Co-Account Holder's Name]

[Co-Account Holder's Address]

[City, State, Zip Code]

[Co-Account Holder's Phone Number]

[Co-Account Holder's Email Address]