

Account Transfer Notification

Date: [Insert Date]

From: [Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To: [Joint Account Holder's Name]
[Joint Account Holder's Address]
[City, State, Zip Code]

Dear [Joint Account Holder's Name],

This letter serves as a formal notification regarding the transfer of funds from our joint account, [Account Number], held at [Bank Name], to my individual account, [Individual Account Number], effective [Transfer Date].

Please let me know if you have any questions or require further information regarding this transaction. I appreciate your understanding and cooperation.

Thank you.

Sincerely,

[Your Name]