

Joint Account Closure Request

Date: [Insert Date]

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

Subject: Request for Closure of Joint Account - [Account Number]

Dear [Bank Manager's Name],

We, [Your Full Name] and [Co-Account Holder's Full Name], holding a joint account with the number [Account Number], request the closure of our joint account effective immediately. We have mutually agreed to terminate the account.

As per our agreement, we request the remaining balance of [Amount] to be transferred to the following account:

Account Holder Name: [Your Name/Co-Account Holder Name]
Account Number: [New Account Number]
Bank Name: [New Bank Name]

We acknowledge that all necessary transactions have been completed, and we have cleared any outstanding dues associated with this account.

We kindly ask you to process our request at your earliest convenience. Please confirm the closure of our account in writing.

Thank you for your assistance.

Sincerely,
[Your Full Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Co-Account Holder's Full Name]
[Co-Account Holder's Address]
[Co-Account Holder's Phone Number]
[Co-Account Holder's Email Address]