

# Letter of Formal Separation from Joint Banking Arrangement

Date: [Insert Date]

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

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

Dear [Bank Manager's Name],

I am writing to formally notify you of our decision to separate from the joint banking arrangement held under account number [Account Number]. This decision has been reached after careful consideration, and we believe it is in the best interest of both parties.

Please consider this letter as our formal request to terminate any joint banking services associated with the aforementioned account. We kindly ask that you provide us with the necessary steps to proceed with this separation.

We request that all remaining balances be divided, and any outstanding transactions be settled accordingly. Please confirm that this separation will take effect immediately upon receipt of this letter.

We appreciate the services provided by your bank during our partnership and wish you continued success in the future. Should you require any further information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]