

Account Transfer Request

Date: [Insert Date]

To,

[Bank Name]
[Branch Name]
[Bank Address]

Subject: Request for Transfer from Joint Account to Individual Account

Dear [Bank Manager's Name],

I am writing to request the transfer of my individual funds from our joint account (Account Number: [Insert Account Number]) to my individual account (Account Number: [Insert Your Individual Account Number]). The joint account is held in the names of [Joint Account Holder's Name] and myself.

As discussed, both account holders have agreed to this transfer, and I have obtained a signed consent from [Joint Account Holder's Name], which is attached herewith.

Details of the transfer are as follows:

- Joint Account Number: [Insert Account Number]
- Individual Account Number: [Insert Your Individual Account Number]
- Amount to Transfer: [Insert Amount]

I kindly request you to process this transfer at your earliest convenience. Please let me know if you need any further information or documentation to facilitate the request.

Thank you for your assistance in this matter.

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