

Joint Account Dissolution Notification

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],

We, [Your Name] and [Co-Account Holder's Name], are writing to formally notify you of our decision to dissolve our joint account, [Account Number], effective immediately.

We request that you take the necessary steps to close the account and distribute any remaining funds according to our prior arrangements.

Thank you for your prompt attention to this matter. Please confirm the closure of the account via email or mail.

Sincerely,

[Your Signature]
[Your Printed Name]
[Co-Account Holder's Signature]
[Co-Account Holder's Printed Name]