

Notification of Joint Account Division

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 about the division of our joint account, account number [Insert Account Number], held by myself and [Other Account Holder's Name]. Due to a change in our personal circumstances, we have decided to separate the account.

We request that the funds be divided equally as follows:

- [Your Name]: [Amount]
- [Other Account Holder's Name]: [Amount]

Please let us know if you require any additional information or documents to proceed with this request. We appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]