

# Letter of Separation for Joint Bank Account

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally request the separation of the joint bank account held in the names of [Your Name] and [Co-Account Holder's Name]. The account number is [Account Number].

Due to personal reasons, we have decided to close this joint account. We kindly ask that you complete this process promptly and provide us with any necessary documentation or confirmation of the account closure.

If there are remaining funds in the account, please advise on the procedure for disbursing the funds to each account holder. I would like to request that [specific instructions regarding remaining balance, if applicable].

Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] should you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]