

Termination of Joint Bank Account Partnership

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 request the termination of my joint bank account, [Account Number], which is held in partnership with [Co-Account Holder's Name]. This decision has been mutually agreed upon by both parties.

Please process the closure of this account effective immediately and transfer the remaining balance to [provide instructions on where to transfer the balance, e.g., individual accounts or another account].

Thank you for your attention to this matter. Please confirm the closure of the account at your earliest convenience.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]