

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]
[Date]

[Bank Name]
[Bank Address]
[City, State, Zip Code]

RE: Request to Close Joint Bank Account
Account Name: [Full Names on the Account]
Account Number: [Account Number]

To Whom It May Concern,

I am writing to formally notify you of the passing of my [Relationship to Deceased, e.g., Father], [Name of Deceased], who passed away on [Date of Death]. I have enclosed a certified copy of the death certificate for your records.

I am the surviving joint account holder for the above-referenced account. I would like to request that this account be closed effective immediately.

Please issue a check for the remaining balance, including any accrued interest, made payable to [Name of Recipient] and mail it to the address listed above. Alternatively, please transfer the remaining funds to the following account:

Bank Name: [Your Other Bank Name]
Account Number: [Your Other Account Number]
Routing Number: [Your Other Routing Number]

If there are any outstanding fees or additional documents required to complete this request, please contact me as soon as possible.

Thank you for your assistance during this difficult time.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: Death Certificate