

[Your Names]
[Current Address]
[Phone Number]
[Email Address]
[Date]

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

Subject: Closure of Joint Account - [Account Number]

To Whom It May Concern,

Please accept this letter as a formal request to close the joint checking/savings account held by [First Account Holder Name] and [Second Account Holder Name]. The account number is [Account Number].

We are closing this account due to our permanent international relocation to [Country Name], effective [Date].

We have stopped all automated payments and direct deposits associated with this account. Please find our debit cards enclosed/destroyed. We request that any remaining balance in the account be sent via check to the following forwarding address:

[New International Address or Trusted US Forwarding Address]
[City, Country, Postal Code]

If there are any closing fees, please deduct them from the final balance. Once the account is closed, please send a written confirmation to the address provided above or via email to [Email Address].

Thank you for your assistance with this matter.

Sincerely,

[First Account Holder Signature]

[Second Account Holder Signature]