

Date: [Insert Date]

To,
The Branch Manager,
[Bank Name]
[Branch Address]
[City, State, Zip Code]

Subject: Formal Request to Close Joint Account No: [Insert Account Number]

Dear Sir/Madam,

We, the undersigned, are the joint holders of the savings/current account mentioned above at your branch. This account has been dormant for some time, and we would like to formally request its closure with immediate effect.

Please find the details of our account below:

- **Primary Account Holder Name:** [Name 1]
- **Secondary Account Holder Name:** [Name 2]
- **Account Number:** [Insert Number]

We request that any remaining balance in the account, including accrued interest, be paid to us via [mention method: e.g., Cash / Demand Draft / Transfer to Account Number: XXXXXX].

We have enclosed our unused checkbooks and debit cards associated with this account for disposal. Please provide us with a written acknowledgment of this closure request and a final statement of account.

Thank you for your assistance.

Sincerely,

[Signature of Holder 1]
[Print Name 1]
[Phone Number]

[Signature of Holder 2]
[Print Name 2]
[Phone Number]