

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

Date: [Current Date]

Subject: Formal Instruction to Close Compromised Joint Account

Dear Bank Manager,

This letter serves as a formal instruction to immediately close the joint bank account held at your institution under the following details:

- **Account Names:** [Name of First Holder] and [Name of Second Holder]
- **Account Number:** [Full Account Number]
- **Account Type:** [e.g., Checking/Savings]

We are requesting this closure because the account has been compromised due to [unauthorized activity / identity theft / security breach].

Please execute the following actions:

1. Stop all pending transactions and cancel all standing orders or direct debits associated with this account.
2. Discontinue all ATM/Debit cards linked to this account.
3. Issue a final check for the remaining balance, minus any applicable closing fees, payable to both account holders and mail it to: [Mailing Address].

Please provide written confirmation once the account has been officially closed.

Sincerely,

[Signature of First Holder]
[Printed Name]
[Phone Number]

[Signature of Second Holder]
[Printed Name]
[Phone Number]