

[Date]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

**Subject: Request to Close Joint Personal Savings Account**

To the Branch Manager,

Please accept this formal request to close the joint savings account held at your institution. Our account details are as follows:

- **Account Name:** [Full Name 1] and [Full Name 2]
- **Account Number:** [Account Number]

We request that all remaining funds in the account, including any accrued interest, be disbursed via:

A check mailed to the address on file.

A transfer to the following account: [Routing and Account Number].

Please confirm in writing once the account has been officially closed. If there are any outstanding fees or requirements to finalize this closure, please contact us at [Phone Number] or [Email Address].

Thank you for your assistance.

Sincerely,

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[Print Name 1]

[Date signed]

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[Print Name 2]

[Date signed]