

[Your Names]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

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

Re: Formal Request for Joint Account Closure

To the Branch Manager,

Please accept this formal request to close the following joint bank account held at your institution:

Account Holder Names: [Name 1] and [Name 2]
Account Number: [Full Account Number]
Account Type: [e.g., Savings/Checking]

We request that all remaining funds in this account, including any accrued interest, be transferred via direct transfer to the following account:

Recipient Bank Name: [Recipient Bank Name]
Account Holder Name: [Recipient Name]
Account Number: [Recipient Account Number]
Routing Number: [Recipient Routing Number]

Please stop all pre-authorized debits and standing orders associated with this account immediately. We have ensured that all outstanding checks have cleared and sufficient funds are available to cover any final fees.

Kindly provide a written confirmation once the account has been officially closed and the transfer is complete.

Sincerely,

[Printed Name 1]
[Signature 1]

[Printed Name 2]
[Signature 2]