

[Your Name]
[Your Address]
[Your Phone Number]
[Date]

[Bank Name]
[Bank Branch Address]

Subject: Request to Add a Joint Holder to Account Number [Your Account Number]

Dear Branch Manager,

I am writing to formally request the addition of a joint holder to my existing savings/current account held at your branch. My account number is [Your Account Number].

I wish to add the following person as a joint account holder:

- **Full Name:** [New Holder's Full Name]
- **Relationship to Primary Holder:** [e.g., Spouse, Child, Parent]
- **Address:** [New Holder's Address]
- **Contact Number:** [New Holder's Phone Number]

We would like the account operating instructions to be: [Specify "Either or Survivor", "Jointly", or "Anyone"].

Attached to this letter are the required Know Your Customer (KYC) documents for the new holder, including a copy of their [ID Type, e.g., Passport/Driver's License] and proof of address.

Please let us know if any further forms or signatures are required to complete this process. We are available to visit the branch in person if necessary.

Thank you for your assistance.

Sincerely,

[Your Signature]
[Your Printed Name]

[New Holder's Signature]
[New Holder's Printed Name]