

[Your Name/Current Account Holder Name]
[Business Name]
[Business Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Subject: Request to Add Joint Account Holder to Business Account [Account Number]

Dear [Bank Manager Name],

I am writing to formally request the addition of a business partner as a joint account holder to my existing business bank account, account number [Account Number].

The details of the individual to be added are as follows:

- **Full Name:** [Partner's Full Name]
- **Designation:** [Partner's Title/Role]
- **Residential Address:** [Partner's Address]
- **Contact Number:** [Partner's Phone Number]
- **Tax ID/SSN:** [Partner's Identification Number]

I have attached the necessary identification documents and a copy of our updated partnership agreement/corporate resolution for your review. Please let us know when we should visit the branch to sign the required signature cards and complete the verification process.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]