

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

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

Subject: Request to Add Legal Guardian as Joint Account Holder

Dear Bank Manager,

I am writing to formally request the addition of a legal guardian as a joint holder to my existing bank account. Below are the details of the account in question:

- **Account Holder Name:** [Your Full Name]
- **Account Number:** [Your Account Number]
- **Account Type:** [e.g., Savings / Checking]

I wish to add the following individual as a joint account holder in the capacity of a Legal Guardian:

- **Guardian's Name:** [Guardian's Full Name]
- **Guardian's Address:** [Guardian's Address]
- **Relationship to Account Holder:** [Legal Guardian]

Enclosed with this letter, please find the certified copies of the legal guardianship court order and the identification documents for the proposed joint holder.

Please let me know if there are any additional forms to sign or further steps required to complete this process. We are available to visit the branch in person if necessary.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]
[Your Printed Name]

[Guardian's Signature]
[Guardian's Printed Name]