

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

[Date]

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

Subject: Request to Add Minor Child as Joint Account Holder

Dear Bank Manager,

I am writing to formally request the addition of my minor child as a joint holder to my existing savings account. The details of the account are as follows:

- **Account Holder Name:** [Your Full Name]
- **Account Number:** [Your Account Number]

The details of the minor child to be added are:

- **Full Name:** [Child's Full Name]
- **Date of Birth:** [Child's Date of Birth]
- **Relationship to Primary Holder:** [e.g., Father/Mother/Legal Guardian]

I have attached copies of the child's birth certificate and my identification for your verification. Please let me know if there are additional forms or documents required to complete this process.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]