

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

[Date]

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

Subject: Request to Add Joint Account Holder

To the Branch Manager,

I am writing to formally request the addition of my parent as a joint holder to my existing bank account. My account details are as follows:

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

I would like to add the following individual as a joint account holder with the operating instruction of [e.g., "Either or Survivor" / "Jointly"]:

- **Parent's Full Name:** [Parent's Full Name]
- **Parent's Date of Birth:** [Parent's DOB]
- **Parent's Address:** [Parent's Address]
- **Relationship:** [e.g., Father / Mother]

Enclosed with this letter are the necessary identity and address proof documents for the new joint holder as per the bank's requirements. We are both available to visit the branch to sign any required official forms and provide specimen signatures.

Please let me know if any further information or documentation is required to complete this process.

Sincerely,

[Your Signature]
[Your Printed Name]

[Parent's Signature]
[Parent's Printed Name]