

[Your Full Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Bank Manager's Name]
[Bank Name]
[Branch Address]

Subject: Request to Add Sibling as Joint Account Holder for Account No: [Your Account Number]

Dear Sir/Madam,

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

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

- Full Name: [Sibling's Full Name]
- Date of Birth: [Sibling's DOB]
- Relationship: Sibling
- Address: [Sibling's Address]

I would like the account operating instructions to be changed to [Select one: Either or Survivor / Jointly].

We have enclosed the necessary KYC documents, including copies of identity proof and address proof for the new joint holder, as per the bank's requirements. We are also ready to visit the branch to sign the required forms in the presence of a bank official.

Please let me know if any further documentation or formalities are required to process this request.

Thank you for your assistance.

Sincerely,

[Your Signature]
[Your Printed Name]

[Sibling's Signature]
[Sibling's Printed Name]