

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

[Date]

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

Subject: Request to Add Spouse as Joint Account Holder

To the Branch Manager,

I am writing to formally request the addition of my spouse 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]

Please find the details of my spouse to be added below:

- Full Name: [Spouse's Full Name]
- Date of Birth: [Spouse's Date of Birth]
- Social Security Number / ID Number: [Spouse's ID Number]
- Contact Number: [Spouse's Phone Number]

We have enclosed the necessary documents for this process, including a copy of our marriage certificate and my spouse's government-issued identification. We are also ready to visit the branch to provide any required signatures or complete further verification forms.

Thank you for your assistance with this matter. Please let me know if any additional information is required.

Sincerely,

[Your Signature]
[Your Printed Name]

[Spouse's Signature]
[Spouse's Printed Name]