

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

[Date]

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

Subject: Request to Add Joint Account Holder to Checking Account #[Your Account Number]

To the Branch Manager,

I am writing to formally request the addition of a joint account holder to my existing checking account, account number [Your Account Number].

I would like to add the following individual as a joint owner with full rights of survivorship:

Full Name: [Full Name of Person to be Added]
Address: [Address of Person to be Added]
Social Security Number: [SSN of Person to be Added]
Date of Birth: [DOB of Person to be Added]

Please let me know the necessary steps to finalize this request. We are prepared to visit the branch in person to provide identification and sign the required signature cards, or we can complete the process via your online banking portal if available.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Signature of Person to be Added]

[Printed Name of Person to be Added]