

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

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

Subject: Request to Add a Joint Account Holder to Account Number: [Account Number]

To Whom It May Concern,

I am writing to formally request the addition of a joint holder to my existing [Type of Account, e.g., Savings/Checking] account, number [Account Number].

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

- Full Name: [Full Name of New Joint Holder]
- Date of Birth: [DOB]
- Social Security Number / ID Number: [ID Number]
- Address: [Address of New Joint Holder]
- Relationship to Primary Holder: [Relationship]

I understand that by adding a joint holder, this individual will have full access to the funds and services associated with this account. We are prepared to visit a local branch to provide necessary identification and sign any required documentation to finalize this request.

Please let me know if there are specific forms we need to complete or if additional information is required. Thank you for your assistance with this matter.

Sincerely,

[Your Signature]
[Your Printed Name]

[New Joint Holder Signature]
[New Joint Holder Printed Name]