

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

[Date]

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

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

To the Branch Manager,

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

The details of the individual to be added as a joint account holder are as follows:

Full Name: [Full Name of New Person]
Address: [Address of New Person]
Date of Birth: [Date of Birth]
Social Security Number / ID Number: [ID Number]
Relationship to Primary Account Holder: [Relationship]

The mode of operation for this account moving forward should be [Either "Jointly" or "Either or Survivor"].

I have enclosed the necessary identification documents and proof of address for the new applicant as per the bank's requirements. We are available to visit the branch to sign the required mandates and complete the KYC process at your earliest convenience.

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

Sincerely,

[Your Signature]

[Your Printed Name]

[Signature of Proposed Joint Holder]

[Printed Name of Proposed Joint Holder]