

Date: [Insert Date]

To,  
The Branch Manager,  
[Bank Name],  
[Branch Address]

**Subject: Request for Account Conversion and Removal of Joint Holder**

Dear Sir/Madam,

I am writing to request a conversion of my bank account from a Joint Account to a Single Account. Currently, I hold a [Savings/Current] account with your branch, account number [Account Number].

I wish to remove [Name of Joint Holder to be Removed] as a joint holder from the aforementioned account. Following this removal, I request that the account be maintained in my name only as the sole account holder.

Details of the account holders are as follows:

- Primary Holder: [Your Full Name]
- Joint Holder to be Removed: [Joint Holder's Full Name]

The reason for this request is [State Reason, e.g., Mutual Agreement / Change in Marital Status / Personal Preference].

Enclosed with this letter are the following documents:

- No Objection Certificate (NOC) signed by the joint holder
- Copy of ID proof for both parties
- Unused cheque leaves and debit card issued to the joint holder (if applicable)

Please update your records and inform me once the process is complete. I am ready to complete any further formalities as required by the bank.

Yours sincerely,

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[Your Signature]  
[Your Full Name]  
[Your Phone Number]

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[Signature of Joint Holder to be Removed]  
[Joint Holder's Full Name]