

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

[Date]

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

Subject: Request to Remove Joint Account Holder

To Whom It May Concern,

I am writing to formally request the removal of a joint owner from my bank account. Below are the account details:

- **Account Type:** [e.g., Checking/Savings]
- **Account Number:** [Your Account Number]
- **Person to be Removed:** [Name of Adult Child]
- **Remaining Account Holder:** [Your Name]

The individual being removed is my adult child. This change is being made by mutual agreement to allow them to manage their finances independently. We understand that by removing their name, they will no longer have access to the funds, debit cards, or banking information associated with this account.

Attached to this letter, please find a copy of my government-issued ID and the signed consent of the person being removed (if required by your branch policy).

Please notify me once this request has been processed or if additional documentation is required. I can be reached at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

Consent of Departing Joint Holder:

I, [Adult Child's Name], hereby consent to being removed as a joint holder from the account listed above.

[Signature of Adult Child]

[Date]