

[Date]

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

RE: Notice of Partnership Dissolution and Request for Removal of Joint Account Holder

Account Name: [Business Name]
Account Number: [Account Number]

To whom it may concern,

We are writing to formally notify [Bank Name] that the business partnership between [Partner Name 1] and [Partner Name 2], operating as [Business Name], was officially dissolved on [Dissolution Date].

As a result of this dissolution, we request the following actions regarding the above-referenced account:

- Remove [Name of Departing Partner] as an authorized signer and joint account holder.
- Update the account records to reflect [Name of Remaining Partner/Entity] as the sole owner and authorized signer.
- Cancel all debit cards, credit cards, and online banking access associated with [Name of Departing Partner].

Attached to this letter, please find a copy of the [Dissolution Agreement / Updated Business License] as proof of this change.

We authorize the bank to carry out these changes immediately. Please contact us at [Phone Number] or [Email Address] if further documentation or signatures are required.

Sincerely,

[Partner Name 1 - Signature]
[Date signed]

[Partner Name 2 - Signature]
[Date signed]