

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

[Date]

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

RE: Request to Remove Joint Account Holder per Court Order
Account Number: [Your Account Number]

To the Management of [Bank Name],

I am writing to formally request the removal of [Name of Person to be Removed] as a joint holder from the above-referenced account.

This request is made pursuant to a court order issued by [Name of Court] in the case of [Case Name/Title], Case Number [Case Number], dated [Date of Order]. According to the terms of this order, I have been granted sole ownership of the funds in this account and the authority to remove the joint holder.

Please find the following documents enclosed for your review:

- A certified copy of the Court Order.
- A copy of my government-issued identification.
- [Any other documents required by your bank].

I request that you process this removal immediately and confirm in writing once the account has been updated to reflect my sole ownership. If there are additional forms required by your institution to complete this process, please send them to my address listed above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]