

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

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

Subject: Request to Remove Deceased Joint Account Holder

To Whom It May Concern,

I am writing to formally request the removal of [Deceased Person's Name] from our joint account due to their passing. I would like the account to be updated to my name only.

The account details are as follows:

- Account Name: [Full Name of Both Account Holders]
- Account Number: [Your Account Number]
- Type of Account: [e.g., Checking, Savings]

I have enclosed a certified copy of the death certificate as required for this process. Please let me know if any further documentation or signatures are needed to finalize this update.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]