

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

[Bank or Financial Institution Name]  
[Department Name, e.g., Customer Service]  
[Address]

**Subject: Request to Remove Joint Account Holder per Divorce Decree**

Dear [Bank Representative Name or Customer Service Department],

I am writing to formally request the removal of [Ex-Spouse's Full Name] as a joint holder from the following account(s):

- **Account Type:** [e.g., Checking/Savings]
- **Account Number:** [Full Account Number]

This request is being made in accordance with my divorce decree, which was finalized on [Date of Divorce]. According to the court order, I have been awarded sole ownership of the assets in this account.

Enclosed with this letter, please find a certified copy of the Divorce Decree and the Final Judgment.

Please update your records to reflect that I am now the sole owner of this account. If any additional forms or signatures are required to finalize this process, please let me know immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]