

[Date]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

Subject: Request for Removal of Joint Account Holder by Mutual Consent

To the Branch Manager,

We, the undersigned, are the joint holders of the following account:

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

We are writing to formally request the removal of **[Name of Person Being Removed]** from the aforementioned account. By signing this letter, we both agree that **[Name of Person Remaining]** shall become the sole owner of the account and all remaining funds therein.

We understand that upon processing this request:

- **[Name of Person Being Removed]** will no longer have access to the funds or account information.
- Any debit cards or checkbooks issued to **[Name of Person Being Removed]** are returned or destroyed.
- The account will be re-designated as a single-holder account in the name of **[Name of Person Remaining]**.

Please find the necessary identification documents attached. We request you to update your records accordingly and provide us with written confirmation once the change is complete.

Sincerely,

[Name of Person Remaining]

[Phone Number]

[Email Address]

[Name of Person Being Removed]

[Phone Number]

[Email Address]