

Date: [Insert Date]

To: [Bank Name]

Branch Address: [Insert Branch Address]

City, State, Zip: [Insert City, State, Zip]

RE: Request to Remove Joint Account Holder

Account Number: [Insert Account Number]

Account Type: [e.g., Checking/Savings]

To Whom It May Concern,

We, the undersigned, are the joint owners of the above-referenced account. We are writing to formally request the removal of [Name of Person Being Removed] as a joint holder of this account.

Following this change, [Remaining Account Holder Name] shall remain the sole owner of the account and assumes all responsibilities associated with it. We understand that any existing debit cards, checks, or access methods issued to the departing member must be destroyed or deactivated.

Outgoing Account Holder Signature:

[Printed Name of Outgoing Member]

Date: _____

Remaining Account Holder Signature:

[Printed Name of Remaining Member]

Date: _____

Notary Acknowledgement

State of: [Insert State]

County of: [Insert County]

On this ____ day of _____, 20____, before me, a Notary Public, personally appeared [Name of Outgoing Holder] and [Name of Remaining Holder], known to me (or satisfactorily proven) to be the persons whose names are subscribed to the within instrument and acknowledged that they executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

(Signature of Notary Public)

My Commission Expires: [Insert Expiration Date]

(Seal)