

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

[Date]

[Recipient Name or Department]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Removal of Authorized User / Joint Account Holder

To Whom It May Concern,

I am writing as the primary account holder of the following account:

- **Account Type:** [e.g., Credit Card, Bank Account]
- **Account Number:** [Full or Partial Account Number]

I am formally requesting the immediate removal of the following individual from this account:

- **Name of Person to be Removed:** [Full Name of User]
- **Relationship to Account:** [e.g., Authorized User / Joint Holder]

Please ensure that this individual no longer has access to funds, credit lines, or account information. If a physical card was issued to this person, I confirm that it has been [destroyed / recovered].

I understand that as the primary account holder, I remain responsible for any outstanding balances incurred prior to this request. Please provide written confirmation once this removal has been processed.

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]
[Printed Name]