

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

[Date]

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

**Subject: Request to Remove Joint Account Holder**

To Whom It May Concern,

I am writing to formally request the removal of a joint account holder from the following account:

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

Please remove the following individual as a joint owner of this account:

**Name of Person to be Removed:** [Name of Outgoing Holder]

The remaining account holder will be:

**Name of Remaining Holder:** [Name of Remaining Holder]

We understand that this request may require the signatures of both parties and/or the issuance of new debit cards and checks. Please let us know if there are specific forms we need to sign or if we need to visit a local branch to complete this process.

Thank you for your assistance with this matter.

Sincerely,

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[Your Signature]  
[Your Printed Name]

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[Outgoing Holder Signature]  
[Outgoing Holder Printed Name]