

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

[Date]

[Bank Name]  
[Bank Branch Address]

Subject: Request for Voluntary Removal from Joint Account

Dear Customer Service Department,

I am writing to formally request the removal of my name and all associated liabilities from the joint account held at your institution.

The details of the account are as follows:

- Account Type: [e.g., Checking / Savings]
- Account Number: [Your Account Number]
- Other Account Holder(s): [Name of other person on account]

I wish to relinquish my ownership and access to this account effective immediately. I understand that by removing my name, I will no longer have access to funds, statements, or management of this account. I also understand that I remain responsible for any transactions or fees incurred prior to the processing of this request.

Please provide written confirmation once my name has been successfully removed from the records. If there are additional forms or signatures required from the other account holder to finalize this process, please notify me at your earliest convenience.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]