

Date: [Insert Date]

To,
The Branch Manager,
[Bank Name]
[Branch Address]

Subject: Request to convert Joint Minor Account to Individual Major Account

Dear Sir/Madam,

I am writing to inform you that I, [Your Full Name], the primary holder of the joint account (Account Number: [Your Account Number]), have attained the age of 18 on [Your Date of Birth].

This account was previously operated as a joint account with my guardian, [Guardian's Full Name]. As I am now a major, I request you to convert this account into an Individual Savings Account in my name only and remove the guardian's name from the records.

I wish to operate the account independently. Enclosed with this letter are the following documents for your verification and KYC update:

- Copy of Birth Certificate / ID Proof for age verification
- Copy of PAN Card
- Copy of Aadhaar Card
- New Passport Size Photographs
- Specimen Signature

Please update your records and provide me with a new chequebook and debit card associated with my individual status. I also request that the existing ATM card and chequebook held under the minor status be deactivated.

Thank you for your prompt assistance in this matter.

Yours sincerely,

[Your Signature]

[Your Full Name]

[Your Current Address]

[Your Phone Number]

Consent of Guardian:

I, [Guardian's Name], have no objection to the conversion of this account to an individual account in the name of [Your Name].

[Guardian's Signature]