

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

[Date]

[Name of Financial Institution]
[Department Name, e.g., Estate Services]
[Institution Address]
[City, State, Zip Code]

Subject: Notification of Death of Joint Account Holder

To Whom It May Concern,

I am writing to formally notify you of the death of [Full Name of Deceased Account Holder], who passed away on [Date of Death].

We held a joint account with your institution. I am the surviving account holder and wish to update the account records accordingly. Please find the details of the account below:

- **Account Type:** [e.g., Checking, Savings, Money Market]
- **Account Number:** [Full Account Number]

Enclosed with this letter is a certified copy of the death certificate for your records.

As the surviving joint owner with right of survivorship, I request that you:

1. Remove the deceased's name from the aforementioned account.
2. Update the account to be in my name only.
3. Inform me if any further documentation or signatures are required to finalize this update.

Please confirm in writing once the account records have been updated. Thank you for your assistance during this difficult time.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: Certified Copy of Death Certificate