

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

[Date]

[Bank Name]
[Department Name, e.g., Customer Service]
[Bank Address]
[City, State, Zip Code]

Subject: Update of Contact Information for Joint Account #[Account Number]

To Whom It May Concern,

We are writing to formally request an update to the contact information associated with our joint account held at your institution.

Please update your records with the following information:

Account Holder 1: [Name]

New Address: [New Street Address, City, State, Zip]
New Phone Number: [New Phone Number]
New Email Address: [New Email Address]

Account Holder 2: [Name]

New Address: [New Street Address, City, State, Zip]
New Phone Number: [New Phone Number]
New Email Address: [New Email Address]

These changes are effective as of [Effective Date]. Please ensure that all future correspondence, statements, and notifications are sent to the updated details provided above.

If you require any further documentation or verification to process this request, please contact us at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Signature Holder 1]
[Printed Name Holder 1]

[Signature Holder 2]

[Printed Name Holder 2]