

[Date]

[Primary Account Holder Name]
[Secondary Account Holder Name]
[Address Line 1]
[Address Line 2]

Subject: Welcome to Your New Joint Checking Account

Dear [Primary Account Holder Name] and [Secondary Account Holder Name],

Welcome to [Bank Name]! We are pleased to confirm that your new Joint Checking Account has been successfully opened. Your account details are provided below:

- **Account Type:** Joint Checking
- **Account Number:** [Account Number]
- **Routing Number:** [Routing Number]
- **Opening Balance:** \$[Amount]

As joint account holders, you both have equal access to manage the funds, view transaction history, and utilize banking services. You should receive your individual debit cards by mail within [Number] business days.

Next Steps:

- Activate your debit cards upon arrival.
- Register for Online and Mobile Banking at [Website URL].
- Update your direct deposit information with your employers.
- Set up your paperless statements to monitor activity securely.

If you have any questions regarding your new account, please visit your local branch or call our customer service team at [Phone Number].

Thank you for choosing [Bank Name] for your shared financial goals.

Sincerely,

[Staff Member Name]
[Title]
[Bank Name]