

[Date]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

**Subject: Confirmation of Joint Account Closure**

To whom it may concern,

This letter is to formally request the closure of the joint bank account held at your institution.

**Account Details:**

- Account Name(s): [Account Holder Name 1] and [Account Holder Name 2]
- Account Number: [Full Account Number]
- Account Type: [e.g., Checking/Savings]

We confirm that all outstanding checks have been cleared and all automated payments or direct debits associated with this account have been canceled or transferred to another institution.

Please disburse the remaining balance of \$[Amount] via:

- A mailed check to the address listed below.
- Transfer to account number [New Account Number] at [Bank Name].

Please provide written confirmation once the account has been officially closed and verify that no further fees will be incurred.

Sincerely,

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[Signature - Account Holder 1]

[Printed Name]

[Phone Number]

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[Signature - Account Holder 2]

[Printed Name]

[Phone Number]

**Mailing Address for Confirmation:**

[Street Address]

[City, State, Zip Code]