

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

[Date]

[Bank Name]
[Bank Branch Address]
[City, State, Zip Code]

RE: Notification of Death of Joint Account Holder
Account Number: [Full Account Number]

To Whom It May Concern,

I am writing to formally notify you of the passing of [Name of Deceased], who was a joint holder of the above-referenced account. [Name of Deceased] passed away on [Date of Death].

As the surviving joint account holder, I understand that the account is held with right of survivorship. I am enclosing a certified copy of the death certificate for your records.

Please update your records to reflect this change and advise me of any necessary steps to remove the decedent's name from the account or to transfer the funds into an account in my name alone. Please also let me know if there are any outstanding checks or automated payments that require my attention.

Thank you for your assistance during this difficult time. I look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: Death Certificate