

Date: [Insert Date]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

Subject: Request for Issuance of Cashier's Check from Joint Account

To the Branch Manager,

We, the undersigned, are the joint holders of the following account:

- **Account Name:** [Full Names of Both Account Holders]
- **Account Number:** [Your Account Number]

We are writing to formally authorize and request the issuance of a Cashier's Check from this account with the following details:

- **Amount:** \$[Insert Amount in Numbers] ([Insert Amount in Words])
- **Payable to:** [Name of Recipient/Payee]
- **Memo/Reference:** [Optional: e.g., Property Purchase, Invoice #]

Please deduct the specified amount plus any applicable issuance fees from our joint account balance. [Select one: We will pick up the check in person / Please mail the check to the following address: Insert Address].

If you need to verify this request, please contact us at [Insert Phone Number].

Thank you for your prompt assistance.

Sincerely,

[Print Name - Account Holder 1]

[Date Signed]

[Print Name - Account Holder 2]

[Date Signed]