

[Date]

[Bank Manager Name]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

Subject: Request to Open a Joint Personal Checking Account

Dear Sir/Madam,

We, the undersigned, are writing to formally request the opening of a new joint personal checking account at your branch.

The account holders will be:

- **Primary Applicant:** [Full Name 1], [Social Security Number/ID Number]
- **Secondary Applicant:** [Full Name 2], [Social Security Number/ID Number]

We have attached the necessary documentation for both applicants, including:

- Government-issued photo identification
- Proof of address (Utility bills/Lease agreement)
- Initial deposit of \$[Amount]

Please let us know if any additional forms or signatures are required to finalize this process. We look forward to your positive response.

Sincerely,

[Full Name 1]

[Phone Number]

[Email Address]

[Full Name 2]

[Phone Number]

[Email Address]