

Closing a joint account

Subject: Closure of Joint Bank Account

Dear Sir/Madam,

We, the undersigned, request the closure of our joint bank account number [Account Number] at your branch. Both account holders have agreed to close the account, and we request the remaining funds be distributed as per attached instructions.

All relevant documents including passbook and cheque book are enclosed. Please confirm the closure once processed.

Sincerely,

[Account Holder 1 Name]

[Account Holder 2 Name]

[Contact Information]

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