

Formal Joint Account Closure Template

Subject: Joint Account Closure Balance Confirmation Request

Dear Bank Manager,

We, the undersigned joint account holders, request a closing balance confirmation letter for our joint account that was recently closed.

Joint Account Details:

- Primary Account Holder: [Name 1]
- Secondary Account Holder: [Name 2]
- Account Number: [Joint Account Number]
- Account Type: [Joint Savings/Current Account]
- Closure Date: [DD/MM/YYYY]
- Final Balance Distribution: [How balance was split]

Both account holders have mutually agreed to close this account, and all formalities have been completed. The final balance has been distributed as per our written instructions provided during account closure.

The confirmation letter should state:

- Both holders' consent for account closure
- Final balance amount and distribution method
- Confirmation that all joint liabilities are settled
- Account closure is permanent and irrevocable

This letter is required for our individual financial records and tax purposes. Please prepare separate copies for each account holder.

We authorize [Name] to collect the confirmation letters on behalf of both parties.

Thank you for your excellent service during our banking relationship.

Jointly yours,

[Primary Holder Name & Signature]

[Secondary Holder Name & Signature]

[Date]

Get more templates here:

<https://www.lettersandtemplates.com/letters/closing-balance-confirmation-letter-format>