

Convert Joint Account to Single Account Letter Format - Example

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

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

Dear [Bank Manager's Name],

Subject: Request for Conversion of Joint Account to Single Account

I trust this letter finds you well. I am writing to formally request the conversion of my joint savings account into a single account.

Account Holder Names: [Your Name] and [Joint Account Holder's Name]
Account Number: [Account Number]
Type of Account: Savings Account

After careful consideration, both account holders have decided to convert the joint account to a single account under my name only.

I kindly request your assistance in providing the necessary forms and guidance to complete the conversion process. I am aware that specific requirements and documentation may be needed, and I am prepared to fulfill any such criteria.

Kindly inform me of any fees associated with this conversion, and I am ready to settle them promptly.

I appreciate your prompt attention to this matter and would like to complete the conversion process at the earliest convenience. Your cooperation in this regard will be highly appreciated.

Thank you for your understanding and assistance.

Yours sincerely,

[Your Signature (if sending by mail)]

[Your Name]

