

Joint Account Closure Application Request

1. Application for Joint Account Closure Due to Irreconcilable Financial Differences

To,
The Branch Manager,
[Bank Name],
[Bank Branch Address],

Subject: Application for Joint Account Closure Due to Irreconcilable Financial Differences

Dear Sir/Madam,

We, the undersigned joint account holders, [Your Name] and [Joint Account Holder's Name], are writing to request the closure of our joint account number [Account Number] with immediate effect. The reason behind this decision is the irreconcilable financial differences that have arisen between us. We have mutually agreed to part ways in financial matters and would like to operate our respective individual accounts henceforth.

We request the bank to provide us with the final statement of our account and disburse the remaining balance as per our agreed instructions. Kindly issue two demand drafts/cashier's cheques in the following denominations:

1. INR [Amount] in favor of [Your Name]
2. INR [Amount] in favor of [Joint Account Holder's Name]

Please find enclosed our joint account passbook and the unused cheque leaves that were issued to us. We understand that any charges associated with the account closure and the issuance of the above-mentioned demand drafts/cashier's cheques will be deducted from our account balance accordingly.

We assure you of our cooperation in executing this request and providing any additional information or documentation that may be needed to complete the process. We would appreciate your prompt attention in this matter.

Thank you for your assistance.

Yours faithfully,

[Your Name]

[Your Address]

[Your Contact Number]

[Joint Account Holder's Name]

[Joint Account Holder's Address]

[Joint Account Holder's Contact Number]

2. Account Consolidation Application Prior to Joint Account Closure

To,

The Branch Manager,

[Bank Name],

[Bank Branch],

[Bank Address]

Subject: Account Consolidation Application Prior to Joint Account Closure

Respected Sir/Madam,

I, [Your Name], holding account number [Your Account Number], jointly with my [Relation], [Joint Account Holder's Name], holding account number [Joint Account Number], would like to apply for the consolidation of the said joint account into my individual account at your branch.

We have decided to carry out this process prior to the closure of our joint account due to [Reason for Account Consolidation, e.g. personal reasons, financial management, etc.]. We kindly request you to process the consolidation and transfer the outstanding balance from the joint account into my individual account.

Following is our account information for your reference:

1. Individual Account:

Account Holder's Name: [Your Name]
Account Number: [Your Account Number]
IFSC Code: [Your IFSC Code]

2. Joint Account:

Account Holder's Name: [Your Name] and [Joint Account Holder's Name]
Account Number: [Joint Account Number]
IFSC Code: [Joint Account IFSC Code]

We have attached the necessary documents required for the account consolidation process. Kindly process our request at the earliest convenience and inform us about the completion of the account consolidation.

We appreciate your prompt attention to this matter and look forward to your positive response.

Thanking you,

Yours faithfully,

[Your Name]
[Your Contact Number]
[Your Email Address]

[Joint Account Holder's Name]
[Joint Account Holder's Contact Number]
[Joint Account Holder's Email Address]

Date: [Date]
Place: [Location]

3. Application to Retain Individual Account Following Joint Account Closure

To,
The Branch Manager,
[Name of the Bank],
[Branch Address]

Subject: Application to Retain Individual Account Following Joint Account Closure

Respected Sir/Madam,

I, [Your Name], holding the account number [Your Individual Account Number], would like to bring to your kind attention that I am also a joint account holder with [Joint Account Holder's Name], bearing account number [Joint Account Number], at your esteemed bank.

Due to unforeseen personal circumstances, we have mutually decided to close our joint account. However, I would like to continue maintaining my individual account with your bank, and kindly request no changes to be made to it during the joint account closure process.

I hereby request you to please initiate the closure of our joint account [Joint Account Number] and provide us with the necessary documents to complete the formalities. Kindly proceed with the closure at the earliest and oblige.

I also request you to kindly confirm that my individual account, number [Your Individual Account Number], will remain active and functional during and after the joint account closure process.

Thanking you in advance for your assistance and cooperation.

Yours faithfully,

[Your Name]

[Your Address]

[Your Contact Number]

[Your Email Address]

4. Joint Account Closure Application for Deceased Account Holder's Estate Settlement

To,
The Branch Manager,
[Bank Name],
[Branch Address],

Subject: Joint Account Closure Application for Deceased Account Holder's Estate Settlement

Sir/Madam,

I, [Your Name], holding a joint account with the late [Deceased Account Holder's Name], account number: [Account Number], at your branch, regretfully inform you about the demise of the joint account holder on [Date of Demise]. I request you to close the aforementioned joint account and settle the deceased account holder's estate as per the applicable laws and regulations.

As required, I have enclosed the necessary documents, including the death certificate, identification proof of the deceased, and my identification proof to support this request. Kindly verify the documents and process the account closure at the earliest.

I understand that I may be required to provide further information or complete additional formalities if necessary. Please let me know if there are any other requirements to facilitate the closure of the account.

Thank you for your prompt attention to this matter. I look forward to your confirmation of the account closure and the settlement of the deceased account holder's estate.

Yours sincerely,

[Your Name]

[Your Address]

[Your Contact Number]

5. Separating Finances Joint Account Closure Application for Divorcing Couples

To,
The Branch Manager,
[Bank Name],
[Bank Branch],
[Address]

Subject: Joint Account Closure Application for Divorcing Couples

Dear Sir/Madam,

I am writing this application to request the closure of our joint account number [Account Number] held at your branch. Due to our pending divorce and the mutual agreement to separate our finances, my spouse, [Spouse Name], and I have decided to close our joint account and distribute the balance equally between us.

We have each opened individual accounts at your bank, and we request that the balance of our joint account be equally divided and transferred to our respective new accounts. The details of our new accounts are as follows:

1. [Your Name]: Account Number: [Your New Account Number]
2. [Spouse Name]: Account Number: [Spouse's New Account Number]

We have attached the account closure form, as well as copies of our account statements and identification documents, as required by your institution. We would appreciate your prompt attention to this matter, and we are available to provide any additional information or complete any necessary paperwork if required.

Kindly acknowledge this request and inform us of the date on which the joint account will be closed and the balance transferred to our individual accounts. We would also appreciate receiving written confirmation of the account closure and balance transfers once the process has been completed.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]
[Your Address]
[Your Contact Number]
[Your Email Address]

[Spouse Name]
[Spouse Address]
[Spouse Contact Number]

[Spouse Email Address]