To Place:  
The Bank Manager, Date:  
Name of the Bank,  
Address.

Sub: Joint account closure application.

Respected Sir/Madam,

We **[account holder 1]** and **[account holder 2]** are joint account holders of a/c no. XXXXXXXXX in your bank.

For personal reasons, we are closing our joint account. Please consider this letter as our mutual consent to close the account.

Hope you consider our request.

Thanking you.

Sincerely,

Joint account holder 1   
(Name & Signature).

Joint account holder 1   
(Name & Signature).