

To

The Branch Manager,

State Bank of India,

[---branch name---] branch,

Kolkata

Date: xx/xx/2018

Sub: Closing of bank account – A/C no – xxxxx

Or

Sub: change joint account to an individual account – A/C no – xxxxx

Dear Sir/Madam,

We would like to close the joint savings bank account (A/C no: xxxxx) held your branch with immediate effect. Please do the necessary at your earliest convenience.

Or

We possess a joint savings account (A/C no: xxxxx) at your branch. We would like to change the account type from joint to an individual account. It would be operated individually by Papiya Nag (Kundu). We both have consent to change the account type.

Please oblige us doing necessary to accomplish the above.

Thanking you,

Yours sincerely,

Signature of both.