Date:

To:

Name of the bank

From:

Name of the sender

**Subject: Instructions regarding the transaction**

**Dear ABC,**

I am Miss Lisa, have a savings account (mention the account number) in your bank. I have a joint account with my husband and we both often withdraw money from this account. I would like to inform you that due to some reasons, I don’t want this joint account to work in the same way as it used to. Please find some relevant instructions below:

1. Please don’t allow my husband to withdraw money from my account until 10th March 20XX.
2. You can block the account if you don’t hear from me in the next three months.

I hope that the following guidelines are clear to you. If you want to know anything else about this letter, please free to contact me.

Regards,

Signatures

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