

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Beneficiary Address Revision

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a revision to the address associated with the beneficiary of my account.

Current Beneficiary Information:

Name: [Beneficiary Name]

Current Address: [Current Address]

Revised Beneficiary Information:

New Address: [New Address]

Kindly update your records to reflect this change. Please confirm once the revision is complete.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]