

Beneficiary Account Details Revision Request

Date: [Insert Date]

To,

[Bank Name]

[Branch Address]

[City, State, Zip Code]

Subject: Request for Revision of Beneficiary Account Details

Dear [Manager's Name],

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

My account number is [Your Account Number], and the details of the beneficiary that require revision are as follows:

- Current Account Holder Name: [Current Name]
- New Account Holder Name: [New Name]
- Current Account Number: [Current Account Number]
- New Account Number: [New Account Number]

I kindly request that you update these details in your records at your earliest convenience. Attached are the necessary documents for verification.

Thank you for your prompt attention to this matter. Should you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]