

Beneficiary Account Information Change Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to request a change to the account information for my beneficiary. Below are the details of the current beneficiary and the new account information.

Current Beneficiary Information:

Name: [Current Beneficiary Name]

Account Number: [Current Account Number]

Relationship: [Relationship to Beneficiary]

New Beneficiary Information:

Name: [New Beneficiary Name]

Account Number: [New Account Number]

Relationship: [Relationship to Beneficiary]

Please find enclosed any necessary documents required for this change. If you have any questions or need further information, feel free to contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]