

Subject: Request for Correction of Beneficiary Account Information

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to request a correction to the account information of my beneficiary, [Beneficiary's Full Name], associated with my account number [Your Account Number].

The current information in your records is as follows:

- Beneficiary Name: [Incorrect Beneficiary Name]
- Account Number: [Incorrect Account Number]
- Bank: [Incorrect Bank Name]

The correct beneficiary account information is as follows:

- Beneficiary Name: [Correct Beneficiary Name]
- Account Number: [Correct Account Number]
- Bank: [Correct Bank Name]

Thank you for your attention to this matter. I would appreciate it if you could confirm the correction at your earliest convenience. Please feel free to contact me if you need any further information.

Sincerely,

[Your Name]