

Beneficiary Banking Information Amendment

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 an amendment to my banking information related to my beneficiary account.

Current Banking Information:
Account Holder Name: [Current Name]
Account Number: [Current Account Number]
Bank Name: [Current Bank Name]

New Banking Information:
Account Holder Name: [New Name]
Account Number: [New Account Number]
Bank Name: [New Bank Name]

Please update my records accordingly and confirm when this amendment has been made.

Thank you for your attention to this matter. If you need any further information, please do not hesitate to contact me.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]