

Request for Beneficiary Contact Update

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an update to the contact information for my beneficiary associated with the account number [Account Number].

Currently, the beneficiary's information is as follows:

Name: [Current Beneficiary Name]

Contact Number: [Current Contact Number]

Email Address: [Current Email Address]

I would like to update the beneficiary's contact details to the following:

Name: [New Beneficiary Name]

Contact Number: [New Contact Number]

Email Address: [New Email Address]

Please let me know if any additional information is required to process this request. Thank you for your attention to this matter.

Sincerely,

[Your Name]