

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

Subject: Submission of Beneficiary Dependant Data Amendment

I am writing to formally request an amendment to the beneficiary dependant data associated with my account. Below are the details for your reference:

Account Holder Information:

Name: [Account Holder Name]

Account Number: [Account Number]

Current Beneficiary Dependant Data:

Name: [Current Dependant Name]

Relationship: [Current Relationship]

Date of Birth: [Current Date of Birth]

Requested Amendments:

New Name: [New Dependant Name]

New Relationship: [New Relationship]

New Date of Birth: [New Date of Birth]

Please find attached the necessary documentation supporting this request. I kindly ask you to process this amendment at your earliest convenience. Should you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]