

Beneficiary Reassignment Notification

Date: [Insert Date]

To: [Bank Name]
[Bank Address]
[City, State, ZIP]

Dear [Bank Manager's Name],

I am writing to formally notify you of a reassignment of the beneficiary for my bank account held at [Bank Name]. Below are the details of my account:

Account Holder Name: [Your Name]
Account Number: [Your Account Number]
Previous Beneficiary Name: [Previous Beneficiary Name]
New Beneficiary Name: [New Beneficiary Name]
Relationship to New Beneficiary: [Relationship]

This reassignment is effective immediately. Please update your records accordingly.

Thank you for your prompt attention to this matter. If you require any further documentation or verification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]
[Your Address]
[City, State, ZIP]