

Beneficiary Account Confirmation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank or Institution Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

This letter serves to confirm the details of the beneficiary account associated with [Account Holder's Name] for the purpose of [State the reason, e.g., beneficiary claim, transfer, etc.].

Beneficiary Account Details:

- Account Holder's Name: [Insert Name]
- Account Number: [Insert Account Number]
- Account Type: [Insert Account Type]
- Bank Name: [Insert Bank Name]

Please find attached any necessary documents that validate the beneficiary's right to this account. We request the prompt processing of this confirmation at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]