

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Recipient Company/Organization Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to confirm the update to the beneficiary account details associated with [specific account or reference number]. Please see the updated information below:

- **Beneficiary Name:** [Insert Beneficiary Name]
- **Account Number:** [Insert Account Number]
- **Bank Name:** [Insert Bank Name]
- **Bank Address:** [Insert Bank Address]
- **SWIFT/BIC Code:** [Insert SWIFT/BIC Code]

We ask that you verify this information and update your records accordingly. If you have any questions or require further confirmation, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]