

Account Beneficiary Alteration Notification

Date: [Insert Date]

To: [Insert Bank/Financial Institution Name]

Address: [Insert Bank/Financial Institution Address]

Account Holder Name: [Insert Your Name]

Account Number: [Insert Your Account Number]

Subject: Notification of Beneficiary Alteration

Dear [Bank/Financial Institution Manager's Name],

I am writing to formally notify you regarding the alteration of the beneficiary for my account mentioned above. Effective immediately, I would like to designate the following individual as the new beneficiary:

New Beneficiary Details:

Name: [Insert New Beneficiary Name]

Relation: [Insert Relationship]

Date of Birth: [Insert Beneficiary Date of Birth]

Social Security Number: [Insert Beneficiary SSN]

Address: [Insert Beneficiary Address]

Please update your records accordingly and confirm the changes at your earliest convenience. Should you require any further information or documentation to process this alteration, please do not hesitate to contact me at [Insert Your Phone Number] or [Insert Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Address]

[Your Phone Number]

[Your Email Address]