

Authorized Account Beneficiary Modification Request

Date: [Insert Date]

To,
[Bank/Financial Institution Name]
[Branch Address]
[City, State, Zip Code]

Subject: Request for Modification of Authorized Account Beneficiary

Dear [Bank Manager/Account Officer's Name],

I, [Your Full Name], holding account number [Your Account Number], hereby request to modify the authorized beneficiary on my account as follows:

Current Beneficiary Details:

- Name: [Current Beneficiary Name]
- Date of Birth: [Current Beneficiary DOB]

New Beneficiary Details:

- Name: [New Beneficiary Name]
- Relationship: [New Beneficiary Relationship]
- Date of Birth: [New Beneficiary DOB]

Please find attached the required documentation for processing this request. I appreciate your assistance in this matter.

Thank you.

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]