

# Inquiry Regarding Beneficiary Change

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Bank/Financial Institution Name]

[Bank Address]

[City, State, Zip Code]

Dear [Recipient's Name or "Customer Service"],

I am writing to inquire about the process for changing the beneficiary on my account ([insert account number or relevant details]).

Could you please provide me with the necessary steps and any required documentation to complete this request? Additionally, I would like to know if there are any fees associated with this change.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]