

# Notification of Beneficiary Change

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Representative's Name],

I am writing to formally notify you of a change in the beneficiary on my account, with the following details:

**Account Number:** [Your Account Number]

**Old Beneficiary Name:** [Old Beneficiary Name]

**New Beneficiary Name:** [New Beneficiary Name]

**Relationship to Beneficiary:** [Relationship]

Please update your records accordingly and confirm receipt of this notification.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]