

Request for Changes to Beneficiary Information

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Bank/Financial Institution Name]

[Bank Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request changes to the beneficiary information associated with my account [insert account number].

Current Beneficiary Details:

Name: [Current Beneficiary Name]

Relationship: [Current Relationship]

New Beneficiary Details:

Name: [New Beneficiary Name]

Relationship: [New Relationship]

Please let me know if you require any additional information or documentation to process this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]