

# To Whom It May Concern

Date: [Insert Date]

Subject: Revised Beneficiary Details for Account No. [Your Account Number]

Dear [Bank/Financial Institution Name],

I am writing to inform you that I have revised the beneficiary details for my account. Please find the updated information below:

## **Beneficiary Details:**

- **Beneficiary Name:** [New Beneficiary Name]
- **Relationship:** [Relationship to You]
- **Date of Birth:** [Beneficiary's Date of Birth]
- **Contact Number:** [Beneficiary's Contact Number]
- **Address:** [Beneficiary's Address]
- **Social Security Number:** [Beneficiary's SSN or equivalent]

Please update your records accordingly. If you require any further information or documentation to process this change, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]