

# Account Ownership Update Request

Date: [Insert Date]

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

To,  
[Recipient's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an update to the ownership of my account with [Company/Organization Name]. My current account details are as follows:

Account Number: [Your Account Number]  
Current Account Holder Name: [Current Account Holder's Name]

I would like to update the account ownership to [New Account Holder's Name] for the following reasons:

- [Reason 1]
- [Reason 2]

Enclosed are the necessary documents for this request, including:

- [Document 1]
- [Document 2]

Please let me know if any additional information or documentation is needed to process this request. Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Signature (if sending a hard copy)]