

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request an update to the survivorship agreement associated with my account, reference number [Insert Reference Number].

Due to [reason for update, e.g., changes in personal circumstances, updated legal information, etc.], I believe it is necessary to review and amend the existing agreement to ensure it accurately reflects my current intentions.

Please let me know the documentation required and the next steps in this process. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]