

# Account Beneficiary Change Form

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Bank/Financial Institution Name]

[Bank Address]

[City, State ZIP Code]

## **Subject: Request for Change of Account Beneficiary**

Dear [Bank/Financial Institution's Representative's Name],

I am writing to request a change of beneficiary for my account with the following details:

**Account Holder Name:** [Your Name]

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

**Current Beneficiary Name:** [Current Beneficiary Name]

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

**Relationship to New Beneficiary:** [Relationship]

I hereby confirm that I wish to revoke any prior designations of beneficiary and designate the new beneficiary as indicated above. Please update my records accordingly.

Thank you for your attention to this matter. Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]