

Account Beneficiary Modification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank/Company Name]

[Bank/Company Address]

[City, State, Zip Code]

Dear [Bank/Company Name],

I am writing to request a modification of the beneficiary information on my account.

Account Name: [Your Account Name]

Account Number: [Your Account Number]

Please remove the current beneficiary:

Name: [Current Beneficiary Name]

And add the new beneficiary:

Name: [New Beneficiary Name]

Relationship: [Relationship to You]

Address: [New Beneficiary Address]

Phone Number: [New Beneficiary Phone Number]

Enclosed are the necessary documents for your records. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]