

# Account Beneficiary Reassignment

Date: [Insert Date]

To: [Bank Name]

Address: [Bank Address]

Subject: Reassignment of Account Beneficiary

Dear [Bank Manager's Name],

I, [Your Name], account holder of account number [Your Account Number], am writing to formally request the reassignment of the beneficiary associated with my account.

Current Beneficiary: [Current Beneficiary's Name]

New Beneficiary: [New Beneficiary's Name]

Reasons for Reassignment: [Brief Explanation]

Please find attached any required documents that support this request. I request that the necessary changes be made to reflect the new beneficiary in your records.

Thank you for your attention to this matter. Please confirm the reassignment at your earliest convenience.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]