

# Revision to Account Beneficiary

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank or Financial Institution Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name/ Customer Service],

I am writing to formally request a revision to the beneficiary designation for my account.

Account Information:

Account Name: [Your Name]

Account Number: [Your Account Number]

Current Beneficiary: [Current Beneficiary Name]

Revised Beneficiary: [New Beneficiary Name]

Relationship to Beneficiary: [Relationship]

Please update my account records to reflect this change. I understand that this change will take effect immediately upon your processing of this request.

Thank you for your attention to this matter. If you require any further information or documentation, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]