

# Account Beneficiary Update Request

Date: **[Insert Date]**

To: **[Bank/Financial Institution Name]**

Address: **[Bank Address]**

Dear **[Recipient Name]**,

I am writing to formally request an update to the beneficiary information on my account.

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

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

## **Current Beneficiary Information:**

Name: **[Current Beneficiary Name]**

Relationship: **[Current Beneficiary Relationship]**

## **New Beneficiary Information:**

Name: **[New Beneficiary Name]**

Relationship: **[New Beneficiary Relationship]**

Please process this request at your earliest convenience. Should you require any additional information or documentation, do not hesitate to contact me at **[Your Phone Number]** or **[Your Email Address]**.

Thank you for your assistance.

Sincerely,

**[Your Name]**

**[Your Address]**

**[Your Phone Number]**

**[Your Email Address]**