

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

Customer Service

BDO Bank

[Branch Address]  
[City, State, Zip Code]

Dear BDO Customer Service,

Subject: Request for Update of Beneficiary Information

I am writing to request the update of my beneficiary information for my account with BDO Bank.

Account Name: [Your Name]

Account Number: [Your Account Number]

I would like to update my current beneficiary details as follows:

Current Beneficiary Name: [Current Beneficiary Name]

New Beneficiary Name: [New Beneficiary Name]

Relationship to Beneficiary: [Relationship]

Contact Information: [Beneficiary's Contact Information]

Please let me know if you require any further documentation or information to process this update.

Thank you for your assistance.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]