

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

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

Subject: Beneficiary Designation for NRE Account

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally designate a beneficiary for my Non-Resident External (NRE) account with your bank.

Account Details:

- Account Holder Name: [Your Full Name]
- Account Number: [Your Account Number]

Beneficiary Details:

- Beneficiary Name: [Beneficiary Full Name]
- Relationship to Account Holder: [e.g., Spouse, Child, etc.]
- Date of Birth: [Beneficiary's Date of Birth]
- Address: [Beneficiary's Address]

I request that the above-mentioned individual be designated as the beneficiary of my NRE account. Please update your records accordingly. Should you require any additional information or documentation to process this request, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]