

[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 NRI Account

Dear [Bank Manager's Name],

I hope this letter finds you well.

I am writing to officially designate a beneficiary for my NRI Account held at your bank, details of which are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Type of Account: NRE/NRO

I would like to designate the following individual as the beneficiary for this account in the event of my demise:

****Beneficiary Details:****

- Name: [Beneficiary's Name]
- Relationship: [Beneficiary's Relationship to You]
- Date of Birth: [Beneficiary's Date of Birth]
- Address: [Beneficiary's Address]

Please process this request to ensure that the beneficiary designation is in effect. I understand that this designation can be modified or revoked at any time by submitting a new request to the bank.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature] (if sending a hard copy)
[Your Printed Name]