

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]

[Financial Institution Name]
[Financial Institution Address]
[City, Province, Postal Code]

Subject: Change of Beneficiary for TFSA Account

Dear [Financial Institution Name/Account Manager's Name],

I am writing to request a change of beneficiary for my Tax-Free Savings Account (TFSA) with the following details:

Account Holder Name: [Your Full Name]

Account Number: [Your TFSA Account Number]

Current Beneficiary Information:

- Name: [Current Beneficiary's Name]
- Relationship: [Relationship to You]

New Beneficiary Information:

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

Please process this change at your earliest convenience and confirm the update in writing. If you require any additional information or documentation, do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]