

Date: [Insert Date]

To,
The Manager,
[Company/Bank Name],
[Branch Address]

Subject: Request to modify contact details of the nominee

Dear Sir/Madam,

I, [Your Full Name], hold an account/policy with the following details:

- Account/Policy Number: [Insert Number]
- Registered Name: [Your Name]

I would like to update the contact information for my registered nominee, [Nominee's Name]. Please update your records with the new details provided below:

Updated Contact Details:

- New Phone Number: [Insert New Number]
- New Email Address: [Insert New Email]
- New Residential Address: [Insert New Address]

I have attached a copy of my ID proof and the nominee's ID proof for your verification purposes.

Kindly confirm once the records have been updated.

Yours sincerely,

[Signature]
[Your Full Name]
[Your Phone Number]