

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

Date: [Insert Date]

Subject: Addition of Nominee for Sole Proprietorship Account

Dear Sir/Madam,

I, [Your Full Name], am the sole proprietor of the firm **[Business Name]**, maintaining a [Current/Savings] account numbered **[Account Number]** at your branch.

I wish to officially nominate the following person to receive the funds held in the above-mentioned account in the event of my death:

- **Nominee Name:** [Full Name of Nominee]
- **Relationship with Proprietor:** [e.g., Spouse, Son, Daughter]
- **Nominee Address:** [Full Address of Nominee]
- **Nominee Date of Birth:** [DOB if minor]
- **Nominee ID Proof:** [e.g., Passport/Aadhar/National ID Number]

I request you to update your records and acknowledge the same. Attached are the KYC documents of the nominee for your reference.

Thank you.

Sincerely,

[Signature]

[Your Full Name]
Proprietor, [Business Name]
Phone: [Your Phone Number]