

[Your Full Name]
[Your Address]
[Your Phone Number]
[Date]

The Branch Manager
[Bank Name]
[Branch Name]
[City, State, Zip Code]

Subject: Amendment of Standing Instruction - Account No: [Your Account Number]

Dear Sir/Madam,

I am writing to request an amendment to the existing standing instruction registered on my account [Your Account Number].

The details of the current instruction are as follows:

- Beneficiary Name: [Current Beneficiary]
- Current Amount: [Current Amount]
- Current Frequency: [Current Frequency]

Please update the instruction with the following changes effective from [Effective Date]:

- New Amount: [New Amount]
- New Frequency/Date: [New Date/Frequency]
- New Beneficiary Account (if applicable): [New Account Number]

All other terms and conditions of the original instruction remain unchanged. Please confirm once these amendments have been processed.

Thank you for your prompt assistance.

Yours faithfully,

(Signature)
[Your Printed Name]