

To,
The Branch Manager,
[Bank Name]
[Branch Address]
[Date]

Subject: Request for Modification of Standing Instruction Amount

Dear Sir/Madam,

I am maintaining a [Account Type, e.g., Savings/Current] account with your branch, bearing account number [**Your Account Number**].

I currently have an active standing instruction for a periodic transfer of [**Old Amount**] to the following beneficiary account:

Beneficiary Name: [Beneficiary Name]
Beneficiary Account Number: [Beneficiary Account Number]
Bank/Branch: [Beneficiary Bank Name]

I would like to request a modification of the transfer amount. Please update the standing instruction as follows:

New Transfer Amount: [New Amount in Figures] ([New Amount in Words])
Effective Date: [Date of first modified payment]

All other terms, including the frequency and the beneficiary details, remain unchanged.

Kindly acknowledge receipt of this request and confirm once the modification has been processed.

Thank you.

Yours faithfully,

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