

[Bank Name]  
[Branch Address]  
[City, State, Zip Code]  
[Date]

[Customer Name]  
[Customer Address]  
[City, State, Zip Code]

**Subject: Notice of Rejection - Beneficiary Amendment Request**

Dear [Customer Name],

We are writing to formally notify you that your request to amend the beneficiary details for account number [Account Number], submitted on [Date of Request], has been declined.

After reviewing your application, we are unable to process the change due to the following reason(s):

- [Insert Reason: e.g., Incomplete documentation / Mismatched signatures / Regulatory restrictions / Missing witness information]

To proceed with this amendment, please provide the corrected information or the following missing documents:

- [Insert Requirement 1]
- [Insert Requirement 2]

Once you have gathered the necessary information, you may resubmit your request at any of our local branches or through our secure online portal.

If you have any questions regarding this notice, please contact our customer service department at [Phone Number] or visit your nearest branch.

Sincerely,

[Bank Officer Name]  
[Title/Department]  
[Bank Name]