

[Bank Name]
[Department Name]
[Bank Address]
[City, State, Zip Code]

[Date]

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

Re: Rejection of Beneficiary Amendment Request

Dear [Contact Name],

We are writing to formally notify you that we are unable to process the requested amendment to the beneficiary details for the following account/transaction:

Account Number: [Account Number]
Reference Number: [Transaction Reference Number]
Requested Beneficiary Change: [Name of Proposed Beneficiary]

After reviewing your request, we have declined the amendment for the following reason(s):

- [Insert reason, e.g., Insufficient documentation provided]
- [Insert reason, e.g., Discrepancy in beneficiary identification]
- [Insert reason, e.g., Non-compliance with internal regulatory policies]
- [Insert reason, e.g., Lack of authorized signatures]

To proceed with this request, please provide the following additional information or documents:

- [Item 1]
- [Item 2]

If you have any questions regarding this decision, please contact your Relationship Manager or our Customer Service Department at [Phone Number] or [Email Address].

Sincerely,

[Name of Bank Official]
[Title]
[Bank Name]