

To,  
The Trustees / Asset Management Company,  
[Mutual Fund Name]  
[Branch Address]  
[City, State, Zip Code]

**Date:** [Current Date]

**Subject: Request for Modification of Systematic Investment Plan (SIP) Mandate**

Dear Sir/Madam,

I am writing to request a modification to my existing Systematic Investment Plan (SIP) under the following folio number:

**Folio Number:** [Your Folio Number]  
**Scheme Name:** [Name of the Mutual Fund Scheme]  
**Current SIP Amount:** [Old Amount]  
**Current SIP Date:** [Old Date]

I wish to modify the mandate details as per the specifications below, effective from [Month/Year]:

**Revised SIP Amount:** [New Amount in Figures] ([New Amount in Words])  
**Revised SIP Date:** [New Preferred Date, e.g., 5th of every month]  
**Revised Frequency:** [Monthly/Quarterly]  
**Revised Period:** From [Start Date] to [End Date or "Until Cancelled"]

I have attached a new OTM (One Time Mandate) form / cancelled cheque if required for the bank account modification. Please update your records and confirm the same via email/SMS.

Thank you for your prompt assistance.

Sincerely,

[Your Signature]  
**[Your Full Name]**  
**PAN:** [Your PAN Number]  
**Contact Number:** [Your Phone Number]  
**Email ID:** [Your Email Address]