

To  
The Head of Agent Banking,  
Bank Asia Ltd. Bengal Center (3<sup>rd</sup> Floor),  
28 Topkhana Road. Dhaka-1000.

**Subject: Request for “Update of nominee information”.**

Sir,

This is to inform you that Mr. /Mrs. X is an A/C holder of our agent point **Bangladesh SME Corporation Nabigonj Operation** His/her A/C number is **1083467005518**. Now he/she wants to change/Update his/her nominee. I have confirmed customer over phone by using the phone number 01711XXXXXX. His/her new nominee information are as follows-

Name : ABINUR AKTER

Father's Name : A. SOBHAN

Mother's Name : MST SUKUN BEGUM

Date of Birth : 5/03/1959

Relation with A/C holder: MOTHER

For your convenience I have attached all related documents of the new nominee.

Please take necessary steps as early as possible for providing an uninterrupted service to the valued customers.

Sincerely Yours

Customer's Name.....

Customer's Signature

....., .....

Date:

Phone:

Acknowledged By Agent

Name :

Signature:

Date :

Phone :

Checked By ARO

Name :

Signature:

Date :

Phone :