

Retirement Fund Beneficiary Designation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Retirement Fund Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Retirement Fund Company],

I am writing to formally designate my beneficiaries for my retirement fund account. Below are the details of the beneficiaries:

Beneficiary Information

Primary Beneficiary:

Name: [Beneficiary Name]

Relationship: [Relationship to You]

Social Security Number: [SSN]

Date of Birth: [DOB]

Contingent Beneficiary:

Name: [Contingent Beneficiary Name]

Relationship: [Relationship to You]

Social Security Number: [SSN]

Date of Birth: [DOB]

Please let me know if you require any additional information or documentation to process this designation.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]