

Beneficiary Designation Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, ZIP]
[Email Address]
[Phone Number]

To Whom It May Concern,

I am writing to formally designate my beneficiaries for my estate planning documents. Please find below the details of the beneficiaries as I wish them to be recorded:

Beneficiary Information

- **Primary Beneficiary:** [Name]
Relationship: [Relationship]
Percentage: [Percentage]%
- **Contingent Beneficiary:** [Name]
Relationship: [Relationship]
Percentage: [Percentage]%

Please ensure that these designations are incorporated into my estate plan, including my will, trusts, and any other relevant documents.

If you require any further information or documentation, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]