

# Beneficiary Notification Letter

Date: [Insert Date]

To:

[Beneficiary's Name]

[Beneficiary's Address]

[City, State, Zip Code]

Dear [Beneficiary's Name],

We are writing to inform you that you have been identified as a beneficiary under [specify the name of the trust, policy, or program]. This notification serves to confirm your eligibility to receive [mention the type of benefits or support] as outlined in the relevant documentation.

Please review the enclosed documents carefully. They provide detailed information about your benefits and the next steps required to initiate the process. If you have any questions or need further assistance, feel free to reach out to us at [insert contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]