

Beneficiary Address Adjustment Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an adjustment to the address of my beneficiary, [Beneficiary's Name], currently listed under my account.

The current address on record is:

[Current Address]

I would like to update it to the following address:

[New Address]

Please let me know if you need any additional information or documentation to process this request. Thank you for your attention to this matter.

Sincerely,

[Your Name]