

Beneficiary Address Alteration Request

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an alteration of the address on file for the beneficiary, [Beneficiary's Name]. The details are as follows:

Current Address:

[Current Address Line 1]

[Current Address Line 2]

[City, State, Zip Code]

New Address:

[New Address Line 1]

[New Address Line 2]

[City, State, Zip Code]

Please update the records accordingly and confirm that the changes have been made. Attached to this letter, you will find any necessary documentation to support this request.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]