

Beneficiary Address Change Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of a change in the address for the beneficiary associated with your account.

Previous Address:

[Old Address]

New Address:

[New Address]

Please update your records accordingly. If you have any questions or require further information, do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]