

# Beneficiary Address Correction Request

Date: [Insert Date]

To: [Name of the Organization/Company]

Address: [Organization/Company Address]

Subject: Request for Address Correction

Dear [Recipient's Name],

I am writing to request a correction to the address on file for my beneficiary information. Please find the current details and the corrected address below:

**Current Address:**

[Current Address]

**Corrected Address:**

[Corrected Address]

Beneficiary Name: [Beneficiary Name]

Account Number: [Account Number]

Thank you for your attention to this matter. Please confirm once the address has been updated in your records.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]