

# Letter Template for Beneficiary Address Update

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Subject: Update of Beneficiary Address Details

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request an update to the address details of my beneficiary associated with my account.

Current Address of Beneficiary:

[Current Address]

New Address of Beneficiary:

[New Address]

Please update your records accordingly. If you require any further information or documentation to process this request, do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]