

# Beneficiary Address Modification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 a modification to the address of my beneficiary on record. Please find my details below:

## **Current Beneficiary Information:**

Name: [Beneficiary's Name]

Current Address: [Beneficiary's Current Address]

## **New Beneficiary Address:**

[Beneficiary's New Address]

I request that you update your records to reflect this change. If you require any additional information or documentation to process this request, please do not hesitate to contact me at the phone number or email address provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]