

Beneficiary Location Update Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an update to the location details of my beneficiary profile associated with [Beneficiary Program/Account Number].

My current details are as follows:

- Name: [Beneficiary's Name]
- Current Address: [Current Address]

Due to [reason for location change], I would like to update the beneficiary address to:

- New Address: [New Address]

Please let me know if any additional information or documentation is required to facilitate this change. I appreciate your assistance in this matter.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]