

Beneficiary Account Update Notification

Date: [Date]

[Your Name]

[Your Title]

[Your Company/Organization]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Beneficiary's Name],

We are writing to inform you that your beneficiary account records have been successfully updated as per your recent request. Below are the details of the changes made:

- **Beneficiary Name:** [Beneficiary's Name]
- **Account Number:** [Account Number]
- **Updated Address:** [New Address]
- **Contact Number:** [New Phone Number]

If you have any questions or require further assistance, please do not hesitate to contact us at [Your Phone Number] or [Your Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]