

Adjustments to Beneficiary Details

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Company Name/Institution]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request adjustments to the beneficiary details associated with my account. Please find my current details below:

Current Beneficiary Information

- Name: [Current Beneficiary Name]
- Relationship: [Relationship]
- Date of Birth: [DOB]

Due to [reason for adjustment], I would like to make the following changes:

New Beneficiary Information

- Name: [New Beneficiary Name]
- Relationship: [New Relationship]
- Date of Birth: [New DOB]

Please process this request at your earliest convenience. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]