

# Beneficiary Change Notification

Date: [Insert Date]

To: [Name of the Beneficiary]

Address: [Beneficiary Address]

Dear [Beneficiary's Name],

We are writing to inform you that your beneficiary designation has been successfully changed in our records. The new beneficiary information is as follows:

**New Beneficiary Name:** [New Beneficiary Name]

**Relationship:** [Relationship to New Beneficiary]

**Address:** [New Beneficiary Address]

If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]