

Beneficiary Status Change Announcement

Date: [Insert Date]

To: [Beneficiary's Name]

Address: [Beneficiary's Address]

Dear [Beneficiary's Name],

We are writing to inform you of an important change regarding your beneficiary status. After a review of our records, we have updated your beneficiary designation as follows:

New Beneficiary Information

Name: [New Beneficiary's Name]

Relationship: [Relationship to You]

Date of Birth: [Date of Birth]

If you have any questions or believe this change is incorrect, please contact us at [Contact Information] by [Response Deadline].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Contact Information]