

Notification of Changes to Beneficiary Circumstances

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inform you about important changes regarding my beneficiary status that may affect you. As of [Insert Effective Date], the following changes will take place:

- **Previous Beneficiary:** [Insert Name]
- **New Beneficiary:** [Insert New Name]
- **Reason for Change:** [Brief Explanation]

Please ensure that all records are updated accordingly. If you have any questions or require further information, do not hesitate to reach out to me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]