

Notification of Beneficiary Changes

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of a change in the beneficiary designation for [specific account or policy]. As of [effective date], the following changes have been made:

Previous Beneficiary:

Name: [Previous Beneficiary's Name]

Relationship: [Relationship]

New Beneficiary:

Name: [New Beneficiary's Name]

Relationship: [Relationship]

Contact Information: [New Beneficiary's Contact Information]

If you have any questions regarding this change, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]