

Notification for Change in Beneficiary Circumstances

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 circumstances regarding your beneficiary status for [Specify the Account or Policy Name/Number]. This change has become effective as of [Insert Date].

Details of the change are as follows:

- Previous Beneficiary: [Name and relationship]
- New Beneficiary: [Name and relationship]
- Reason for Change: [Brief Explanation]

We recommend reviewing your beneficiary designations periodically to ensure they align with your current wishes. Should you have any questions or need further clarification, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]