

Update Regarding Beneficiary Status

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to provide you with an update regarding the status of your beneficiary designation.

As of [insert date of update], the following changes have been made:

- Beneficiary Name: [Insert Name]
- Relationship: [Insert Relationship]
- Effective Date: [Insert Date]
- Status: [Insert Current Status]

If you have any questions or need further assistance, please do not hesitate to reach out to us at [Insert Phone Number] or [Insert Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[Phone Number]

[Email Address]