

Legal Representation for Beneficiary Notification

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you that I am acting as the legal representative for [Beneficiary's Name], who is a beneficiary of [specify the estate, trust, or policy in question]. This letter serves to confirm that I have been authorized to receive all necessary information and documentation pertaining to [Beneficiary's Name] and their interests.

Please send all future correspondences regarding this matter to my attention at the address listed above. I appreciate your cooperation in this regard.

Thank you for your prompt attention to this important matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]
[Your Title/Position]
[Law Firm Name (if applicable)]