

# Authorized Next of Kin Beneficiary Notice

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you that you have been designated as the authorized next of kin beneficiary for [Name of the Deceased], who passed away on [Date of Death]. This designation has been made in accordance with [relevant law or company policy if applicable].

As the authorized next of kin, you are entitled to [briefly outline benefits or rights]. We kindly ask you to contact us at your earliest convenience to discuss the next steps and any documentation required to process the benefits associated with this designation.

If you have any questions or need further assistance, please do not hesitate to reach out to our office at [Contact Information].

We extend our condolences during this difficult time.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Company/Organization Address]