

Beneficiary Assignment Letter

Date: [Insert Date]

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

[Recipient Name]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I, [Your Name], residing at [Your Address], hereby designate the following individual as my beneficiary for all my rights and interests in the event of my passing:

Beneficiary Details:

Name: [Beneficiary Name]
Relationship: [Relationship to You]
Address: [Beneficiary Address]
City, State, ZIP Code: [City, State, ZIP Code]

This letter serves as my formal assignment of beneficiary rights, effective immediately. I request that this designation be recognized in all relevant documents and records.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]