

Beneficiary Designation Letter

Date: [Insert Date]

To Whom It May Concern,

I, [Your Full Name], residing at [Your Address], hereby declare my beneficiary designation for the proceeds of my [specify account, policy, or asset] as follows:

Beneficiary Information:

Primary Beneficiary: [Full Name]
Relationship: [Specify Relationship]
Date of Birth: [DD/MM/YYYY]
Social Security Number: [SSN]
Address: [Beneficiary Address]

Contingent Beneficiary (if primary is unavailable):

Contingent Beneficiary: [Full Name]
Relationship: [Specify Relationship]
Date of Birth: [DD/MM/YYYY]
Social Security Number: [SSN]
Address: [Contingent Beneficiary Address]

This declaration reflects my wishes regarding the distribution of my assets upon my passing. I understand that this designation can be amended at any time should my circumstances change.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Contact Information]