

Beneficiary Details Confirmation Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request confirmation of the beneficiary details associated with my account.

Please find the beneficiary information listed below:

- Name: [Beneficiary's Name]
- Relationship: [Relationship to You]
- Date of Birth: [Beneficiary's Date of Birth]
- Address: [Beneficiary's Address]
- Contact Number: [Beneficiary's Contact Number]

For verification purposes, please confirm that all the above information is current and accurate. If there are any discrepancies, kindly let me know as soon as possible.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[Your Contact Number]