

Letter of Request for Confirmation of Beneficiary Details

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request confirmation of the beneficiary details associated with my account, [insert account number or relevant identifier].

For your reference, the beneficiary details I have on record are as follows:

- Beneficiary Name: [Insert Name]
- Relationship to Beneficiary: [Insert Relationship]
- Date of Birth: [Insert DOB]
- Contact Information: [Insert Contact Info]

Please let me know if the above information is accurate, or if any updates are necessary. Ensuring that this information is correct is important to me.

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

Sincerely,

[Your Name]