

Beneficiary Designation Question

Date: [Insert Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

Subject: Inquiry Regarding Beneficiary Designation

Dear [Customer Service/Claims Department],

I hope this message finds you well. I am writing to inquire about the beneficiary designation for my insurance policy with the policy number [Insert Policy Number].

As part of my estate planning process, I want to ensure that my beneficiary information is accurate and up to date. Could you please provide me with the following information:

1. Current designated beneficiaries for my policy.
2. The process to update or change beneficiaries if necessary.
3. Any deadlines or important considerations I should be aware of regarding beneficiary designations.

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

Sincerely,

[Your Full Name]

[Your Address]

[Your Contact Information]