

Request for Beneficiary Insurance Policy Details

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Company's Customer Service Manager],

I am writing to request details regarding the beneficiary status of my insurance policy with your company. Below are the relevant details:

Policy Number: [Your Policy Number]

Policy Holder's Name: [Policy Holder's Name]

Date of Birth: [Policy Holder's Date of Birth]

I would appreciate it if you could provide me with the following information:

- Beneficiary names on the policy
- Percentage of benefits allocated to each beneficiary
- Any recent changes made to the beneficiary designations

Your prompt assistance in this matter will be greatly appreciated. If you require any additional information to process this request, please feel free to contact me at the number or email provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]