

Beneficiary Insurance Policy Update Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Company Contact/Department],

I hope this message finds you well. I am writing to inquire about the status of a beneficiary update for my insurance policy, number [Your Policy Number].

As of [Date of Previous Update], I submitted a request to update the beneficiary information, and I would like to confirm that it has been processed. Please let me know if any further information or documentation is required from my side to facilitate this update.

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

Sincerely,

[Your Name]