

Beneficiary Pension Payment Adjustment Notification

Date: [Insert Date]

To: [Beneficiary Name]

[Beneficiary Address]

[City, State, Zip Code]

Dear [Beneficiary Name],

We are writing to inform you of an adjustment to your pension payment as a result of [reason for adjustment, e.g., cost of living adjustment, changes in eligibility, etc.].

Your new pension payment amount will be [New Payment Amount] effective from [Effective Date]. Please see the details below:

- Current Payment Amount: [Current Payment Amount]
- New Payment Amount: [New Payment Amount]
- Effective Date of New Payment: [Effective Date]

If you have any questions regarding this adjustment, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]