

Beneficiary Title Transfer Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

To,

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request the transfer of the title of the following beneficiary:

Beneficiary Name: [Insert Beneficiary Name]

Policy/Account Number: [Insert Number]

Current Beneficiary: [Insert Current Beneficiary Name]

New Beneficiary: [Insert New Beneficiary Name]

I have attached all necessary documents required for this transfer, including [list any documents, e.g., identification, proof of relationship, etc.].

Please let me know if you require any further information or documentation to process this request.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]