

Beneficiary Appointment Letter

Date: [Insert Date]

[Beneficiary Name]

[Beneficiary Address]

[City, State, Zip Code]

Dear [Beneficiary Name],

We are writing to formally appoint you as the beneficiary for the document review process pertaining to [specific documents/subject matter]. This appointment is effective immediately and will remain in effect until [end date or until further notice].

Your responsibilities include reviewing the documents and providing your feedback by [feedback deadline]. We consider your insights valuable and look forward to your contributions.

If you have any questions or require further information, please do not hesitate to contact us at [contact information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Contact Information]