

# Beneficiary Information Update

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Title/Position]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an update to the beneficiary information associated with my account [insert account number or identification]. This update is necessary for legal purposes and ensuring the accuracy of my records.

Below are the current beneficiary details:

- Name: [Current Beneficiary Name]
- Date of Birth: [Current Beneficiary DOB]

Relationship: [Current Beneficiary Relationship]

I would like to update the beneficiary information to the following:

- Name: [New Beneficiary Name]
- Date of Birth: [New Beneficiary DOB]
- Relationship: [New Beneficiary Relationship]

Please let me know if you require any additional information or documentation to complete this update. I appreciate your attention to this matter.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]