

# Confirmation of Beneficiary Next of Kin

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

## **Subject: Confirmation of Next of Kin**

Dear [Recipient Name],

I am writing to formally confirm that [Beneficiary Name], who has been designated as my next of kin, is authorized to make decisions and handle matters on my behalf in the event of my incapacitation or demise.

Details of the Beneficiary:

- Name: [Beneficiary Name]
- Relationship: [Specify Relationship]
- Contact Information: [Beneficiary Phone Number and Email]

Please feel free to contact me if you require any further information regarding this confirmation.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]