

# Letter of Documentation for Beneficiary Next of Kin

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally document my status as the Next of Kin for [Beneficiary's Name], who is/was under your care/subject to your policies regarding [specify context, e.g., insurance, estate, benefits].

This letter serves to confirm that I, [Your Full Name], am the legal Next of Kin for [Beneficiary's Full Name], who passed away on [Date of Death]/is currently [provide context if applicable].

Attached are the necessary documents to verify my relationship and status, including:

- Copy of my ID
- Proof of relationship (e.g., birth certificate, marriage certificate)
- [Any other relevant documents]

I kindly request that you update your records accordingly and provide any necessary information regarding benefits or actions required on my part.

Thank you for your attention to this matter. Should you require any further information, please do not hesitate to contact me at [your phone number] or [your email address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]