

# Update Request for Beneficiary Information

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/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an update to the beneficiary information associated with my account.

Below are the current beneficiary details:

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

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

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

Please let me know if you require any additional information or documentation to process this request. I appreciate your assistance and prompt attention to this matter.

Thank you for your help.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]