

# Beneficiary Change Request for Property Ownership

Date: [Insert Date]

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

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

Dear [Recipient Name],

I am writing to formally request a change in the beneficiary designation for my property located at [Property Address].

Current beneficiary: [Current Beneficiary Name]  
New beneficiary: [New Beneficiary Name]

Please find attached any necessary documents to support this request, including [list any supporting documents, e.g., property deed, identification, etc.].

Thank you for your attention to this matter. I look forward to your prompt response.

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