

Beneficiary Designation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Institution Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the designation of beneficiaries in my estate planning documents. I would like to ensure that my assets are distributed according to my wishes upon my passing.

Below are the details of the beneficiaries I wish to designate:

- **Name:** [Beneficiary Name 1]
Relationship: [Relationship to You]
Percentage of Estate: [Percentage]
- **Name:** [Beneficiary Name 2]
Relationship: [Relationship to You]
Percentage of Estate: [Percentage]

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

Thank you for your assistance.

Sincerely,

[Your Name]