

Request for Beneficiary Updates

Date: _____

To,

Customer Service Department

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Request for Beneficiary Updates for Life Insurance Policy

Dear Sir/Madam,

I am writing to request an update to the beneficiaries listed on my life insurance policy, policy number **[Your Policy Number]**. Due to recent changes in my personal circumstances, I would like to ensure that my beneficiary information is current and accurate.

Current Beneficiary Information:

- Primary Beneficiary: [Name, Relationship, Contact Information]
- Contingent Beneficiary: [Name, Relationship, Contact Information]

New Beneficiary Information:

- Primary Beneficiary: [New Name, Relationship, Contact Information]
- Contingent Beneficiary: [New Name, Relationship, Contact Information]

Please let me know if you require any additional forms or information to process this request. I appreciate your prompt attention to this matter and look forward to your confirmation of these changes.

Thank you for your assistance.

Sincerely,

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]