

Beneficiary Resolution Process Notification

Date: [Insert Date]

To: [Beneficiary Name]

[Beneficiary Address]

Dear [Beneficiary Name],

We are writing to inform you about the ongoing beneficiary resolution process related to [insert relevant details regarding the matter, e.g., insurance claim, trust distribution, etc.]. Our team is currently reviewing the necessary documentation and assessing all relevant information to ensure a thorough resolution.

As part of this process, we kindly ask for your cooperation in providing any additional information required. Please refer to the following details:

- Required Information: [Specify documents or information needed]
- Deadline for Submission: [Insert deadline]
- Contact Person: [Insert contact details]

We appreciate your patience and understanding during this process. Our priority is to handle this matter as efficiently and accurately as possible.

If you have any questions or concerns, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Organization Contact Information]