

Notice of Changes in Beneficiary Representation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of changes in the beneficiary representation associated with my account/policy [insert account/policy number]. Effective [insert effective date], the new beneficiary(ies) will be:

- [Name of New Beneficiary 1] - [Relationship to You]
- [Name of New Beneficiary 2] - [Relationship to You]
- [Name of New Beneficiary 3] - [Relationship to You]

Please update your records accordingly. Should you require any additional information or documentation to process this change, feel free to contact me via the details provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]