

Update on Beneficiary Personal Representative Details

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Address]

Dear [Insert Recipient's Name],

We are writing to inform you of an update regarding the personal representative details for the beneficiary, [Insert Beneficiary's Name].

Effective [Insert Effective Date], the new personal representative is [Insert New Representative's Name] who can be contacted at [Insert Phone Number] or [Insert Email Address]. Please ensure all correspondence related to the beneficiary is directed to the new representative.

If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]