

# Acknowledgment of Beneficiary Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to acknowledge receipt of your inquiry regarding the beneficiary details associated with your account. We appreciate you reaching out to us.

Your inquiry is important to us, and we are currently reviewing the information provided. We will make every effort to respond to your concerns as quickly as possible.

If you have any further questions in the meantime, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your patience.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]