

# Beneficiary Final Approval Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Retirement Plan Administrator's Name]

[Company/Retirement Plan Name]

[Company Address]

[City, State, Zip Code]

Dear [Retirement Plan Administrator's Name],

I am writing to formally request the final approval of my retirement benefits as a designated beneficiary of [Name of the Plan Participant]. I have attached all necessary documentation supporting my claim, including the completed beneficiary forms and the death certificate.

As per the guidelines provided by the retirement plan, I have fulfilled all required steps to initiate this process. I kindly ask for your prompt attention to this request, as I rely on these benefits for my financial stability.

Thank you for your attention to this matter. Should you require any further information or documentation, please do not hesitate to contact me at your earliest convenience.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]