

Beneficiary Acknowledgment Letter

Date: [Insert Date]

To: [Beneficiary's Name]

[Beneficiary's Address]

[City, State, Zip Code]

Dear [Beneficiary's Name],

This letter serves to officially acknowledge your designation as a beneficiary for the retirement accounts held by [Account Holder's Name]. The details of the accounts are as follows:

- Account Type: [e.g., 401(k), IRA]
- Account Number: [Insert Account Number]
- Institution: [Institution Name]

Please feel free to contact [Account Holder's Name] at [Contact Information] should you have any questions or require further information regarding this designation.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]