

Beneficiary Notification Letter

Date: [Insert Date]

[Beneficiary's Name]

[Beneficiary's Address]

[City, State, Zip Code]

Dear [Beneficiary's Name],

We are writing to formally notify you that you have been designated as the beneficiary of a life insurance policy held by [Insured's Name]. This notification is in accordance with our records and reflects the latest information available to us.

Policy Number: [Insert Policy Number]

Insured: [Insert Insured's Full Name]

Effective Date: [Insert Effective Date]

In the event of the passing of the insured, you may be entitled to the policy benefits. We recommend that you keep this letter for your records and reach out to us if you have any questions regarding the policy or the claim process.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]