

Beneficiary Update Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you of an update to my healthcare directives and the designated beneficiaries therein.

Effective immediately, I have made the following changes to my healthcare proxy:

- **Previous Beneficiary:** [Previous Beneficiary's Name]
- **New Beneficiary:** [New Beneficiary's Name]
- **Relationship:** [Relationship to New Beneficiary]

All relevant documentation reflecting this change has been updated and is on file. Please ensure that this change is acknowledged in your records.

If you have any questions or need further information, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]