

Beneficiary Reassignment Notification

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], the undersigned, am writing to formally notify you of the reassignment of beneficiaries for the [Name of Business/Trust/Account] as part of my business succession planning.

As of [Effective Date], the following changes have been made:

- **Previous Beneficiary:** [Previous Beneficiary Name]
- **New Beneficiary:** [New Beneficiary Name]
- **Percentage of Interest:** [Percentage]%

This reassignment is executed with the intent to ensure a smooth transition of business responsibilities and privileges. Please update your records accordingly.

If you have any questions or require further documentation, please 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 Position]
[Your Company Name]
[Your Address]
[Your Phone Number]
[Your Email Address]