

# Beneficiary Reassignment Notification

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of a reassignment of the beneficiary associated with my pension plan (Plan Number: [Insert Plan Number]). Please update your records to reflect the new beneficiary details listed below:

## New Beneficiary Information

Name: [New Beneficiary Name]  
Relationship: [Relationship to Beneficiary]  
Date of Birth: [Beneficiary's Date of Birth]  
Address: [Beneficiary's Address]  
City, State, Zip Code: [Beneficiary's City, State, Zip Code]

Please confirm the receipt of this notification and the updates made to my account at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]