

# Beneficiary Reassignment Notification

Dear [Recipient's Name],

This letter serves as a formal notification regarding the reassignment of the beneficiary for your retirement account.

Account Holder: [Your Name]

Account Number: [Account Number]

New Beneficiary Information:

- Name: [New Beneficiary Name]
- Relationship: [Relationship to You]
- Date of Birth: [New Beneficiary Date of Birth]
- Social Security Number: [New Beneficiary SSN]

Please acknowledge that this reassignment is effective immediately.

If you have any questions or need further assistance, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]