

Request for Beneficiary Account Evaluation

Date: [Insert Date]

To: [Beneficiary's Name]

[Beneficiary's Address]

Dear [Beneficiary's Name],

I hope this message finds you well. We are conducting a routine evaluation of our beneficiary accounts to ensure compliance and accuracy in our records. As part of this process, we kindly request your assistance in providing the necessary information regarding your account.

Please complete the attached form and return it to us by [Insert Deadline Date]. Your prompt response will greatly assist us in maintaining accurate records and ensuring the continued support of your account.

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

Thank you for your cooperation and attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]