

# Beneficiary Information Directive

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

This letter serves as a directive regarding the designation of my beneficiary for [specific account, policy, or purpose].

## Beneficiary Information

Name of Beneficiary: [Beneficiary Name]

Date of Birth: [Beneficiary Date of Birth]

Relationship to Me: [Relationship]

Contact Information: [Beneficiary Phone/Email]

In the event of my passing, I direct that all benefits, assets, and accounts related to [specific account or policy] be transferred in full to the beneficiary named above.

Please ensure that the necessary steps are taken to make the appropriate arrangements regarding this directive.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone]

[Your Email]