

Beneficiary Instruction Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Beneficiary's Name]

[Beneficiary's Address]

[City, State, Zip Code]

Dear [Beneficiary's Name],

I am writing to confirm the receipt of your beneficiary instructions regarding [specify details, e.g., the trust fund or insurance policy].

As per your instructions, the following arrangements have been noted:

- Beneficiary Name: [Insert Beneficiary Name]
- Relationship: [Insert Relationship]
- Allocation: [Insert Allocation Details]

If there are any changes or further instructions, please do not hesitate to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position, if applicable]