

# Beneficiary Direction Request

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Your Company/Organization Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Title]  
[Recipient Company/Organization Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request direction regarding the beneficiary status of [insert details about the beneficiary, policy, account, etc.].

As per our records, [briefly explain the current status of the beneficiary and any relevant information that may assist in making the request].

We kindly ask for your guidance and the necessary actions needed to proceed with this matter. Please let us know if you require any additional information or documentation to assist with this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]  
[Your Title]  
[Your Company/Organization Name]