

# Beneficiary Information Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request information regarding the beneficiaries associated with [specific account, policy, or claim number]. This information is essential for [briefly explain the reason or purpose of your request].

Specifically, I would like to request:

- Names and contact details of all beneficiaries
- Relationship of each beneficiary to the policyholder
- Any pertinent documentation required

Thank you for your prompt attention to this matter. Please let me know if you require any further information from my side in order to process this request.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]