

# Beneficiary Assistance Request Closure

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Closure of Beneficiary Assistance Request

I am writing to formally inform you of the closure of my beneficiary assistance request submitted on [Insert Request Date]. I would like to express my appreciation for the support and assistance provided throughout this process.

As my situation has changed, I no longer require assistance at this time. I would like to thank you and your team for your understanding, professionalism, and support during this period.

If any further actions are required from my side to ensure the completion of this closure, please do not hesitate to contact me.

Thank you once again for your support.

Sincerely,

[Your Name]