

Beneficiary Request Confirmation

Date: [Insert Date]

Recipient Name: [Insert Recipient Name]

Recipient Address: [Insert Recipient Address]

Dear [Recipient Name],

We are writing to confirm the receipt of your request for beneficiary status related to [Specify Program or Benefit]. Your request was received on [Insert Date of Request].

Please allow us [Insert Time Frame] to process your request. We will notify you via email or phone regarding the outcome of your application.

If you have any questions or require further assistance, please do not hesitate to contact our office at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Organization Address]

[Your Organization Contact Information]