

Beneficiary Change Notification

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Trust Fund Name]
[Trustee's Name]
[Trustee's Address]
[City, State, Zip Code]

Dear [Trustee's Name],

I am writing to formally notify you of a change in the beneficiaries of my trust fund, [Trust Fund Name]. Effective immediately, please update the beneficiary designation as follows:

New Beneficiaries:

- [New Beneficiary Name 1] - [Relationship] - [Contact Information]
- [New Beneficiary Name 2] - [Relationship] - [Contact Information]
- [New Beneficiary Name 3] - [Relationship] - [Contact Information]

All previous beneficiary designations should be considered void. If you have any questions regarding this change, please feel free to contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending hard copy)]
[Your Printed Name]