

Policy Beneficiary Change Request

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

[Insurance Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Insurance Company Name] Customer Service,

I am writing to formally request a change of beneficiary for my life insurance policy with the following details:

- Policy Number: [Your Policy Number]
- Current Beneficiary: [Current Beneficiary Name]
- New Beneficiary: [New Beneficiary Name]
- Relationship to New Beneficiary: [Relationship]

I request that you update your records to reflect this change. Please find any necessary forms attached, and do not hesitate to contact me if further information is required.

Thank you for your prompt attention to this matter.

Sincerely,

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