

# Spouse Beneficiary Change Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Request for Change of Beneficiary on Insurance Policy

Dear [Insurance Company/Agent's Name],

I hope this message finds you well. I am writing to formally request a change of beneficiary on my insurance policy with the following details:

Policy Number: [Insert Policy Number]

Current Beneficiary: [Insert Current Beneficiary Name]

New Beneficiary: [Insert New Beneficiary Name]

The reason for this change is [Insert Reason, e.g., marriage, divorce, etc.]. I would like the new beneficiary to be my spouse, [Insert Spouse's Full Name]. Please find attached any required documents for this change.

Thank you for your attention to this matter. Please confirm the receipt of this request and the changes made at your earliest convenience.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]