

Inquiry for Adjusting Beneficiary Information

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

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the process for adjusting the beneficiary information associated with my account (Account Number: [Your Account Number]).

I would like to update the beneficiary details due to [reason for adjustment, e.g., a recent life event, change of circumstances]. The new beneficiary information is as follows:

- Name: [Beneficiary Name]
- Relationship: [Relationship to You]
- Contact Information: [Beneficiary Contact Information]

Please let me know the necessary steps I need to take to process this adjustment, and if there are any forms or documents that I need to provide.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]