

# Beneficiary Change Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of a change in the beneficiary designation for my [specific account or policy, e.g., life insurance policy, retirement account, etc.]. Effective [effective date], the new beneficiary will be:

## **New Beneficiary Details:**

Name: [New Beneficiary Name]

Relationship: [Relationship to You]

Date of Birth: [New Beneficiary's DOB]

Address: [New Beneficiary's Address]

Please update your records accordingly. If you require any further information or documentation, do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]