

Beneficiary Declaration Update

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally update my beneficiary declaration as per the requirements outlined by [Company/Organization Name]. Please find the updated information below:

New Beneficiary Information:

- Name: [New Beneficiary Name]
- Relationship: [Relationship to Beneficiary]
- Date of Birth: [Date of Birth]
- Address: [Beneficiary Address]

I kindly request that you update your records accordingly. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]