

# Beneficiary Designation Correction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Institution Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request a correction to my beneficiary designation as recorded on [Insert Date of Original Designation] for my account [Insert Account/Policy Number].

Currently, the designated beneficiary is [Incorrect Beneficiary Name]. I would like to change this to [Correct Beneficiary Name] due to [reason for change, if applicable].

Please find attached any necessary documentation to process this change.

Thank you for your prompt attention to this matter. I look forward to your confirmation of this correction.

Sincerely,

[Your Name]

Enclosure: [List of documents, if any]