

Beneficiary Details Modification Request

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Subject: Request for Modification of Beneficiary Details

Dear [Recipient's Name],

I am writing to formally request the modification of my beneficiary details associated with my account [Account Number or Policy Number].

The details of the current beneficiary are as follows:

- Name: [Current Beneficiary Name]
- Date of Birth: [Current Beneficiary DOB]
- Relationship: [Current Beneficiary Relationship]

The updated beneficiary details are as follows:

- Name: [New Beneficiary Name]
- Date of Birth: [New Beneficiary DOB]
- Relationship: [New Beneficiary Relationship]

Please let me know if there are any forms or additional information needed to complete this modification. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you.

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