

Beneficiary Information Amendment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inform you about an amendment to the beneficiary information associated with my account. Please find the updated details below:

Current Beneficiary Information:

Name: [Current Beneficiary Name]

Date of Birth: [Date of Birth]

Relationship: [Relationship]

Updated Beneficiary Information:

Name: [New Beneficiary Name]

Date of Birth: [New Date of Birth]

Relationship: [New Relationship]

Please update my account records accordingly. Should you require any further documentation or information, feel free to contact me at your convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]