

# Beneficiary Nomination Revision

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Institution/Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a revision to my beneficiary nomination on my account/policy [insert policy or account number].

As per my previous nomination dated [insert date of original nomination], I would like to revise the details as follows:

## Previous Beneficiary Details:

Name: [Previous Beneficiary Name]

Relationship: [Relationship]

Percentage: [Percentage]

## Revised Beneficiary Details:

Name: [New Beneficiary Name]

Relationship: [Relationship]

Percentage: [Percentage]

Thank you for your attention to this matter. Please confirm the receipt of this request and the update of my beneficiary nomination at your earliest convenience.

Sincerely,

[Your Name]

[Your Contact Information]