

Beneficiary Selection Change

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a change in the selection of my beneficiary for [specify the purpose, e.g., insurance policy, retirement plan, etc.].

Currently, my designated beneficiary is [Current Beneficiary's Name]. I would like to change my beneficiary to [New Beneficiary's Name], who is my [relation, e.g., spouse, child, etc.].

Please find the necessary documentation attached to support this request. I appreciate your prompt attention to this matter and look forward to your confirmation of this change.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]