

Beneficiary Update Notification

Date: [Insert Date]

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

[Retirement Fund Institution]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name or "Retirement Fund Administrator"],

I hope this message finds you well. I am writing to formally update the beneficiaries associated with my retirement fund account, [Account Number]. Please find below my updated beneficiary information:

Current Beneficiaries:

- [Current Beneficiary Name - Relationship - Percentage]
- [Current Beneficiary Name - Relationship - Percentage]

Updated Beneficiaries:

- [New Beneficiary Name - Relationship - Percentage]
- [New Beneficiary Name - Relationship - Percentage]

Please ensure that these changes are reflected in my account records. If you require any further information or documentation to process this request, do not hesitate to contact me at the phone number or email address provided above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]