Beneficiary Update Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Financial Institution Name]

[Address of Financial Institution]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inform you of an update regarding the beneficiary designation on my financial account with [Financial Institution's Name].

Account Number: [Insert Account Number]

As of this letter, I would like to designate the following individual(s) as my new beneficiary(ies):

- Name: [Beneficiary's Name]
- Relationship: [Relationship to You]
- Contact Information: [Beneficiary's Contact Information]

Please update your records accordingly. If you require any further information or documentation, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]