

Formal Notification of Account Beneficiary Update

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally notify you of an update to the beneficiary designation on my account, [Account Number].

The details of the updated beneficiary are as follows:

- **Name:** [Beneficiary's Name]
- **Relationship:** [Relationship to You]
- **Address:** [Beneficiary's Address]
- **Contact Number:** [Beneficiary's Contact Number]

Please update your records accordingly. Should you need any further information or documentation to process this update, do not hesitate to contact me at the details provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]