

Beneficiary Designation 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 update the beneficiary designation for my account with [Financial Institution/Account Name], account number [Account Number].

Effective immediately, I designate the following individual(s) as the beneficiaries of my account:

Beneficiary Information

- Name: [Beneficiary Name 1]
- Relationship: [Relationship]
- Date of Birth: [DOB]
- Percentage: [Percentage]%

- Name: [Beneficiary Name 2]
- Relationship: [Relationship]
- Date of Birth: [DOB]
- Percentage: [Percentage]%

Please ensure this update is processed at your earliest convenience. If you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending hard copy)]

[Your Printed Name]