

Beneficiary Change Submission

Date: [Insert Date]

To,

The Insurance Company

[Company Name]

[Company Address]

Subject: Request for Beneficiary Change for Life Insurance Contract

Dear Sir/Madam,

I, [Your Full Name], am writing to formally request a change in the beneficiary designation for my life insurance policy, policy number [Insert Policy Number].

The current beneficiary(ies) is/are as follows:

- [Current Beneficiary Name 1] - [Relationship]
- [Current Beneficiary Name 2] - [Relationship]

I would like to change the beneficiary(ies) to the following:

- [New Beneficiary Name 1] - [Relationship]
- [New Beneficiary Name 2] - [Relationship]

Enclosed are any required forms and documentation to process this change. Please confirm receipt of this request and let me know if any further information is needed.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if submitting by mail)]

[Your Printed Name]

[Your Address]

[Your Contact Number]

[Your Email Address]