

Life Insurance Beneficiary Change Notification

Date: [Insert Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

Dear [Insurance Company's Customer Service/Agent's Name],

I am writing to formally notify you of a change in the beneficiary designation for my life insurance policy, policy number [Insert Policy Number].

Effective immediately, I wish to change the beneficiary from:

[Old Beneficiary Name] (Relationship)

To:

[New Beneficiary Name] (Relationship)

Please update your records accordingly. If you require any further information or documentation to process this change, do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]