

Notification of Annuity Payout Modification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Recipient's Name]

[Recipient's Title]

[Company/Institution Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of a modification to your annuity payout schedule. Effective [Insert Effective Date], the terms of your annuity will be revised as follows:

- Current Payout Amount: [Insert Current Amount]
- New Payout Amount: [Insert New Amount]
- Frequency of Payments: [Insert Frequency]

This change is intended to better align your payout options with your financial goals. If you have any questions regarding this modification or wish to discuss your options, please do not hesitate to contact us at [your phone number] or [your email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]