

Change of Beneficiary Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Change of Beneficiary

Dear [Insurance Company Contact/Agent's Name],

I am writing to formally request a change of beneficiary on my hazard insurance policy. My policy number is [Insert Policy Number].

Current Beneficiary: [Insert Current Beneficiary's Name]

New Beneficiary: [Insert New Beneficiary's Name]

Address of New Beneficiary: [Insert New Beneficiary's Address]

Please process this change at your earliest convenience and confirm the update by sending me a written acknowledgment.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending physical copy)]

[Your Printed Name]

[Your Contact Information]