

Insurance Policy Inclusion Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, ZIP Code]

Subject: Inclusion of Beneficiaries in Life Insurance Policy

Dear [Insurance Agent's Name],

I am writing to formally request the inclusion of beneficiaries in my life insurance policy, policy number [Insert Policy Number].

I would like to designate the following individuals as beneficiaries:

- [Beneficiary Name 1] - [Relationship to You] - [Percentage or Amount]
- [Beneficiary Name 2] - [Relationship to You] - [Percentage or Amount]
- [Beneficiary Name 3] - [Relationship to You] - [Percentage or Amount]

Please let me know if you require any additional information or documentation to process this request. I appreciate your assistance in ensuring my beneficiaries are properly listed in my policy.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]