

# Policy Beneficiary Adjustment Notification

Date: [Insert Date]

Policyholder Name: [Insert Policyholder Name]

Policy Number: [Insert Policy Number]

Dear [Policyholder Name],

We are writing to inform you of an adjustment made to the beneficiary designation on your policy referenced above. As per your request, the following changes have been made:

## **New Beneficiary Details:**

Name: [Insert New Beneficiary Name]

Relationship: [Insert Relationship]

Date of Birth: [Insert Date of Birth]

## **Previous Beneficiary Details:**

Name: [Insert Previous Beneficiary Name]

Relationship: [Insert Relationship]

Please review the changes and contact us immediately at [insert contact number] if you have any questions or if any additional adjustments are required.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email]