

Beneficiary Appointment Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

To Whom It May Concern,

I hereby appoint the following individual(s) as the beneficiary(ies) of my policy with [Insurance Company Name] under the policy number [Policy Number].

Beneficiary Information:

- Name: [Beneficiary Name]
- Relationship: [Relationship to You]
- Date of Birth: [Beneficiary Date of Birth]
- Email: [Beneficiary Email]
- Phone: [Beneficiary Phone]

This appointment supersedes any previous beneficiary designations. I affirm that I am of sound mind and that I voluntarily make this appointment.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]