

# Policy Beneficiary Declaration Update

Date: [Insert Date]

To: [Insurer's Name]

Address: [Insurer's Address]

Dear [Insurer's Contact Person],

I am writing to formally update the beneficiary designation for my policy with the number [Insert Policy Number].

Current Beneficiary:

- Name: [Insert Current Beneficiary Name]
- Relationship: [Insert Relationship]

Updated Beneficiary:

- Name: [Insert New Beneficiary Name]
- Relationship: [Insert Relationship]
- Date of Birth: [Insert Date of Birth]

Reason for Update: [Insert Reason]

Please update your records accordingly and send me a confirmation of this change at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]