

Notification of Update in Dependent Information

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We would like to inform you that we have updated our records to reflect changes in your dependent information. Please review the details below:

Updated Dependent Information

Dependent Name: [Insert Dependent's Name]

Relationship: [Insert Relationship]

Date of Birth: [Insert Date of Birth]

Social Security Number: [Insert SSN]

If you believe any information is incorrect or if there are further updates, please contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]