

Beneficiary Designation Confirmation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as confirmation of the beneficiary designation I have made regarding my [specific account, policy, or plan name]. I am designating the following individual as the beneficiary:

Beneficiary Name: [Insert Beneficiary's Full Name]

Relationship to Beneficiary: [Insert Relationship]

Beneficiary Address: [Insert Beneficiary's Address]

Beneficiary Contact Number: [Insert Contact Number]

Please ensure that this designation is updated in your records. If you require any further information or documentation, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]