

Retirement Plan Beneficiary Designation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Plan Administrator's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Retirement Plan Beneficiary Designation

Dear [Plan Administrator's Name],

I am writing to formally designate my beneficiaries for my retirement plan. Please find the necessary details below:

Primary Beneficiary:

Name: [Beneficiary's Full Name]

Percentage: [Percentage of Benefit]

Contingent Beneficiary:

Name: [Contingent Beneficiary's Full Name]

Relationship: [Relationship to You]

Percentage: [Percentage of Contingent Benefit]

Please update your records accordingly. If you require any additional 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]