Notification of Change to Survivorship Agreement

Date: [Insert Date]
To: [Recipient's Name]
[Recipient's Address]
Dear [Recipient's Name],
We are writing to notify you of a change to the survivorship agreement pertaining to [specific account or property name]. This change will be effective as of [effective date].
The details of the change are as follows:
Previous Terms: [Briefly describe previous terms]New Terms: [Briefly describe new terms]
If you have any questions or require further information, please do not hesitate to contact us at [your contact information].
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Position]
[Your Company/Organization]
[Your Contact Information]