

Beneficiary Update Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally notify you of an update to the beneficiary designation for my insurance policy.

Policy Number: [Insert Policy Number]

Current Beneficiary: [Insert Current Beneficiary Name]

New Beneficiary: [Insert New Beneficiary Name]

Relationship to New Beneficiary: [Insert Relationship]

Please update your records accordingly and confirm the changes at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]