

Notification of Beneficiary Change

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Policy Number]

To Whom It May Concern,

I am writing to formally notify you of a change in the beneficiary for my insurance policy with your company. My current beneficiary details are as follows:

Current Beneficiary:

Name: [Current Beneficiary Name]

Relationship: [Relationship]

Contact Information: [Contact Information]

New Beneficiary:

Name: [New Beneficiary Name]

Relationship: [Relationship]

Contact Information: [Contact Information]

Please update your records accordingly. I understand that I may need to provide additional documentation; feel free to contact me at [Your Phone Number] or [Your Email Address] if necessary.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]