

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request an update to the beneficiary details associated with my account. Due to [brief reason for the update, e.g., a recent family change, marriage, etc.], I need to ensure that my records are current and accurate.

Please find the details of the current beneficiary and the requested updates below:

- Current Beneficiary Name: [Current Beneficiary Name]
- Requested Beneficiary Name: [New Beneficiary Name]
- Relationship to Beneficiary: [Relationship]
- Date of Birth: [Beneficiary Date of Birth]
- Contact Information: [Beneficiary Contact Information]

I would appreciate your prompt attention to this matter. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]