

Beneficiary Relationship Adjustment Notification

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

We are writing to notify you of an adjustment regarding the beneficiary relationship associated with your account. This change has been made to ensure that all beneficiaries accurately reflect your intentions.

Account Details:

Account Number: [Insert Account Number]
Current Beneficiary: [Insert Current Beneficiary Name]
New Beneficiary: [Insert New Beneficiary Name]

Effective Date of Change: [Insert Effective Date]

Please review the changes and feel free to reach out to us if you have any questions or require further clarification regarding this adjustment.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Contact Information]