

# Beneficiary Name Change 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 a change in the name of the beneficiary associated with my account. Please update your records accordingly.

Previous Beneficiary Name: [Previous Beneficiary Name]

New Beneficiary Name: [New Beneficiary Name]

Account Number: [Your Account Number]

If you require any further information or documentation to process this change, please do not hesitate to contact me at the information provided above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]