

[Date]

[Beneficiary Name]

[Beneficiary Address]

[City, State, Zip Code]

Subject: Important Information Regarding Life Insurance Policy for [Policyholder Name]

Dear [Beneficiary Name],

We are writing to introduce ourselves as the insurance agency representing [Policyholder Name].

Our records indicate that [Policyholder Name] has named you as a beneficiary on their life insurance policy (Policy Number: [Policy Number]) held with [Insurance Carrier Name].

The purpose of this letter is to ensure you have our contact information and know that we are here to support you. No action is required from you at this time. We recommend keeping this letter with your important legal documents.

If you have any questions regarding the policy or if we can be of assistance in the future, please feel free to reach out to us using the contact details below.

Sincerely,

[Agent Name]

[Agency Name]

[Phone Number]

[Email Address]

[Website]