

[Date]

[Beneficiary Name]

[Address Line 1]

[Address Line 2]

Subject: Important Information Regarding Life Insurance Policy [Policy Number]

Dear [Beneficiary Name],

We are writing to formally notify you that you have been named as a beneficiary on a life insurance policy held by [Policyholder Name] through [Insurance Company Name].

As a designated beneficiary, you may be eligible to receive a death benefit in the event of the policyholder's passing. No immediate action is required from you at this time; however, we recommend that you keep this letter and the enclosed documents in a safe place.

Policy Details:

- **Policyholder:** [Policyholder Name]
- **Policy Number:** [Policy Number]
- **Insurance Provider:** [Insurance Company Name]

What you should know:

- This policy is currently active.
- In the future, should you need to file a claim, you will typically need to provide a certified copy of the death certificate and completed claim forms.
- Please ensure your contact information remains up to date with us to ensure a smooth process if benefits are ever disbursed.

If you have any questions regarding this notification or would like to verify your details, please contact our Customer Service department at [Phone Number] or visit our website at [Website URL].

Thank you for choosing [Insurance Company Name].

Sincerely,

[Sender Name/Department]

[Insurance Company Name]

[Contact Email/Phone]