

[Date]

[Beneficiary Name]

[Address Line 1]

[Address Line 2]

Subject: Notification of Beneficiary Designation - Policy [Policy Number]

Dear [Beneficiary Name],

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

This letter serves as a formal notification for your records. No immediate action is required from you at this time. We recommend that you keep this document in a safe place along with your other important financial papers.

Policy Overview:

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

In the event that you need to file a claim in the future, you will need to contact our claims department directly. Our representatives will guide you through the necessary steps and documentation required to process the benefit.

If you have any questions regarding this notification, please feel free to contact us at [Phone Number] or visit our website at [Website URL].

Sincerely,

[Sender Name/Signature]

[Title/Department]

[Insurance Company Name]