

[Bank Name]
[Bank Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Confirmation of Beneficiary Update

Dear [Customer Name],

This letter is to confirm that we have successfully updated the beneficiary information for your account(s) as requested on [Request Date].

The following account(s) have been updated:

- Account Number: [Account Number - Last 4 Digits]
- Account Type: [Account Type, e.g., Savings/Checking]

The designated beneficiary/beneficiaries on file are now as follows:

[Beneficiary Name 1] - [Relationship] - [Percentage Allocation]%
[Beneficiary Name 2] - [Relationship] - [Percentage Allocation]%

Please review this information carefully. If any details are incorrect or if you did not authorize this change, please contact our customer service department immediately at [Phone Number] or visit your local branch.

Thank you for choosing [Bank Name].

Sincerely,

[Bank Representative Name]
[Title]
[Bank Name]