

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Confirmation of Beneficiary Designation Update

Dear [Recipient Name],

This letter is to formally confirm that we have completed the requested updates to the beneficiary designations for your account(s) listed below:

Account Number(s): [Account Numbers]

The changes were processed on [Date of Processing] and are now reflected in our records. Your updated primary and contingent beneficiaries are as follows:

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

Please review this information carefully to ensure it accurately reflects your wishes. We recommend keeping a copy of this confirmation with your important legal and financial documents.

If you have any questions or if any of the information above is incorrect, please contact our customer service department at [Phone Number] or via email at [Email Address].

Thank you for choosing [Company Name].

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]