

[Date]

[Contact Name]

[Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Confirmation of Beneficiary Designation Update

Dear [Contact Name],

This letter serves as formal confirmation that [Bank Name] has successfully processed the update to the beneficiary designations for the following corporate account(s):

Account Name: [Account Name]

Account Number(s): [Last 4 Digits of Account Number(s)]

Our records have been updated to reflect the changes requested in your documentation received on [Date of Request]. These updates are effective as of [Effective Date].

We recommend that you retain a copy of this confirmation with your corporate records. It is also advisable to review your beneficiary designations periodically to ensure they continue to align with your organization's requirements.

If you have any questions regarding this update or require further assistance, please contact your Relationship Manager, [Manager Name], at [Phone Number] or [Email Address].

Thank you for choosing [Bank Name] for your corporate banking needs.

Sincerely,

[Sender Name]

[Title]

[Department Name]

[Bank Name]