

[Date]

[Primary Account Holder Name]  
[Secondary Account Holder Name]  
[Street Address]  
[City, State, Zip Code]

Subject: Confirmation of Contingent Beneficiary Update

Dear [Account Holder Names],

This letter is to formally confirm that we have completed the requested updates to the contingent beneficiary designations for your joint account ending in [Last Four Digits of Account Number].

As per your instructions received on [Date Request Received], the following individuals or entities have been added/updated as contingent beneficiaries:

- [Beneficiary Name 1] - [Percentage]%
- [Beneficiary Name 2] - [Percentage]%
- [Beneficiary Name 3] - [Percentage]%

Please note that contingent beneficiaries will only receive a distribution of assets if all primary beneficiaries are deceased at the time of the final account holder's passing.

We recommend that you review these designations periodically to ensure they continue to reflect your current estate planning wishes. You may view your updated beneficiary details at any time by logging into your online portal or by visiting a local branch.

If you have any questions or notice any discrepancies in the information listed above, please contact our Customer Service Department at [Phone Number] between the hours of [Operating Hours].

Thank you for choosing [Financial Institution Name].

Sincerely,

[Name of Representative/Department]  
[Title]  
[Financial Institution Name]