

[Current Date]

[Beneficiary Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: Confirmation of Beneficiary Information Update

Dear [Beneficiary Name],

This letter is to formally confirm that we have successfully updated your beneficiary information in our records as per your recent request dated [Date of Request].

The following changes have been implemented:

- Update to Primary Beneficiary: [Name of Primary Beneficiary]
- Update to Contingent Beneficiary: [Name of Contingent Beneficiary]
- Change of Contact Details: [Specific detail changed, e.g., Address/Phone]

Please review these changes carefully. No further action is required from your side if the information is correct. If you notice any discrepancies or wish to make additional adjustments, please contact our support team at [Phone Number] or [Email Address].

Thank you for keeping your account information current.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]