

[Date]

[Recipient Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: Confirmation of Primary Beneficiary Designation Update

Dear [Recipient Name],

This letter is to formally confirm that we have received and processed your request to update the primary beneficiary designation for your account/policy number: **[Account/Policy Number]**.

As of [Date of Processing], our records have been updated to reflect the following primary beneficiary information:

- **Primary Beneficiary Name:** [Beneficiary Name]
- **Relationship:** [Relationship]
- **Benefit Percentage:** [Percentage]%

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 via email at [Email Address].

We recommend that you keep a copy of this confirmation with your important legal documents. You may update your beneficiary designations at any time by submitting a new request form.

Thank you for your continued trust in our services.

Sincerely,

[Sender Name/Department Name]

[Company Name]