

[Bank Letterhead / Logo Area]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Confirmation of Beneficiary Addition - Account Number: [Account Number]

Dear [Client Name],

We are writing to formally confirm that the request to add a beneficiary to your private banking account has been successfully processed and completed.

The following individual(s) have been added to your account records:

- Beneficiary Name: [Full Name]
- Relationship: [Relationship]
- Allocation Percentage: [Percentage]%

Please review the details above to ensure accuracy. This update is now reflected in our secure systems and will apply to your account effective immediately.

If you have any questions regarding this update or wish to make further adjustments to your estate planning preferences, please contact your dedicated Relationship Manager, [Manager Name], directly at [Phone Number] or [Email Address].

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

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Title/Department]

[Bank Name]