

[Date]

[Beneficiary Name]

[Address Line 1]

[Address Line 2]

Re: Notice of Completion - Beneficiary Modification

Dear [Beneficiary Name],

This letter is to formally notify you that the requested modification to the beneficiary designations for the trust account listed below has been successfully completed.

Account Details:

- Trust Name: [Full Name of Trust]
- Account Number: [Last 4 Digits of Account Number]
- Effective Date: [Date of Change]

The updated beneficiary information now reflects the following:

[Insert Name of Primary Beneficiary(ies) and Percentage Share]

Please review this information carefully. If you find any discrepancies or have further questions regarding this update, please contact our office at [Phone Number] or via email at [Email Address].

Thank you for your cooperation in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Role]

[Organization Name]