

[Company Name]
[Department Name]
[Address Line 1]
[Address Line 2]

[Date]

[Member Name]
[Member Address Line 1]
[Member Address Line 2]

Subject: Acknowledgment of Beneficiary Designation Update

Dear [Member Name],

This letter is to confirm that we have received and processed your request to update the beneficiary designations for your [Account Type/Policy Number].

Our records have been updated as of [Date of Update]. The following individuals/entities are now listed as your primary beneficiaries:

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

Please review this information carefully. If any details are incorrect, or if you wish to make further changes, please contact our customer service department at [Phone Number] or visit our online portal at [Website URL].

It is recommended that you keep a copy of this acknowledgment with your important legal documents. We suggest reviewing your beneficiary designations periodically, especially after significant life events such as marriage, divorce, or the birth of a child.

Thank you for keeping your account information up to date.

Sincerely,

[Sender Name]
[Title]
[Company Name]