

[Date]

[Policyholder Name]
[Street Address]
[City, State, Zip Code]

Re: Confirmation of Beneficiary Designation for Policy Number: [Policy Number]

Dear [Policyholder Name],

This letter is to confirm that we have updated and recorded the beneficiary designation for your term life insurance policy as per your recent request.

The current beneficiaries on file for your policy are as follows:

Primary Beneficiary(ies):

- [Full Name], [Relationship], [Percentage]%
- [Full Name], [Relationship], [Percentage]%

Contingent Beneficiary(ies):

- [Full Name], [Relationship], [Percentage]%

Please review this information carefully to ensure it accurately reflects your wishes. It is important to keep these designations current to ensure the timely distribution of benefits.

If you need to make any changes or have any questions regarding your policy, please contact our customer service department at [Phone Number] or visit our website at [Website URL].

Thank you for choosing [Insurance Company Name] for your life insurance needs.

Sincerely,

[Name of Representative]
[Title]
[Insurance Company Name]