

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Confirmation of Beneficiary Update

Dear [Recipient Name],

Thank you for contacting us to update the beneficiary information for your account, [Account Number/Policy Number].

This letter serves as formal confirmation that we have received your request and updated our records accordingly. Ensuring your beneficiary designations are current is an important part of managing your financial future.

Enclosed is a summary of your updated beneficiary designations for your review. Please check the details carefully to ensure they are accurate. If any information is incorrect or if you wish to make further changes, please contact us immediately at [Phone Number] or [Email Address].

We recommend that you keep a copy of this confirmation with your important legal documents. You may update your beneficiaries at any time should your circumstances change.

Thank you for your continued trust in [Company Name].

Sincerely,

[Your Name/Signature]
[Your Title]
[Company Name]

Enclosure: [Summary of Beneficiary Designations]