

# Beneficiary Change Request Letter

Date:

To:

(Name of Insurance Company/Organization)

Policy/Account Number:

Dear Sir/Madam,

I am writing to request a change of beneficiary for my policy/account mentioned above. Kindly update your records as per the new details provided below:

Current Beneficiary	
Name:	<input type="text"/>
Relationship:	<input type="text"/>

New Beneficiary	
Name:	<input type="text"/>
Relationship:	<input type="text"/>
Date of Birth:	<input type="text"/>

Please acknowledge receipt of this request and confirm the update at your earliest convenience.

Sincerely,

Signature:

Printed Name:

Contact Number: