

# 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:

Relationship:

New Beneficiary

Name:

Relationship:

Date of Birth:

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

Sincerely,

Signature:

Printed Name:

Contact Number: