

Beneficiary Change Notification

Dear Sir/Madam,

This is to formally notify you of the following change in beneficiary details regarding your account/policy.

Policy/Account Information	
Policy/Account Number:	<input type="text"/>
Account/Policy Holder Name:	<input type="text"/>
Previous Beneficiary Details	
Name:	<input type="text"/>
New Beneficiary Details	
Name:	<input type="text"/>
Relationship to Holder:	<input type="text"/>
Effective Date	
Effective Date of Change:	<input type="text"/>

Remarks (if any):

Please update your records accordingly. Thank you.

Sincerely,

Authorized Signatory