

[Date]

[Member Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]

**Subject: Confirmation of Beneficiary Designation**

Dear [Member Name],

This letter is to confirm that we have received and processed your beneficiary designation request for your [Account Type/Policy Number: e.g., 401(k) Plan or Life Insurance Policy].

Our records have been updated to reflect the following information:

**Primary Beneficiaries:**

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

**Contingent Beneficiaries:**

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

Please review the details above carefully. If any information is incorrect, or if you wish to make further changes, please contact us immediately at [Phone Number] or visit our online portal at [Website URL].

It is recommended that you keep a copy of this confirmation with your important estate planning documents. You may update your beneficiaries at any time by submitting a new designation form.

Thank you for keeping your account information up to date.

Sincerely,

[Sender Name/Department]  
[Company Name]