[Date]

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

Subject: Confirmation of Beneficiary Designation Update

Dear [Member Name],

This letter is to confirm that we have successfully processed the update to your beneficiary designations for your [Account Type/Policy Number: XXXXXX].

Our records have been updated as of [Date of Processing]. The primary beneficiary information now on file is as follows:

- [Beneficiary Name 1] - [Percentage]%
- [Beneficiary Name 2] - [Percentage]%

Please review this information carefully to ensure it accurately reflects your wishes. If you notice any errors or wish to make further changes, please contact our customer service department at [Phone Number] or visit our online portal at [Website URL].

We recommend keeping a copy of this confirmation with your important legal documents. Thank you for keeping your account information up to date.

Sincerely,

[Sender Name]
[Title]
[Company Name]