[Date]

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

Re: Acknowledgment of Contingent Beneficiary Addition

Policy/Account Number: [Policy Number]

Dear [Policyholder Name],

This letter is to formally acknowledge that we have received and processed your request to add a contingent beneficiary to the above-referenced account.

The following individual(s) have been successfully added to our records:

Contingent Beneficiary Name: [Name]
Relationship: [Relationship]
Benefit Percentage: [Percentage]%

As a reminder, a contingent beneficiary receives the designated benefits only if all primary beneficiaries are deceased at the time the benefit becomes payable.

Please review this information carefully. If any details are incorrect, or if you wish to make further changes, please contact our customer service department at [Phone Number] or visit our website at [Website URL].

We recommend keeping a copy of this acknowledgment with your important legal documents.

Sincerely,

[Sender Name/Department]
[Company Name]