[Date]

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

Subject: Confirmation of Beneficiary Designation Revision

Dear [Recipient Name],

This letter is to confirm that we have successfully processed the requested changes to your beneficiary designations for account number [Account Number].

Our records have been updated as of [Effective Date]. The revised beneficiary information is listed below:

- **Primary Beneficiary(ies):** [Name(s) and Percentage(s)]
- **Contingent Beneficiary(ies):** [Name(s) and Percentage(s)]

Please review this information carefully to ensure it accurately reflects your intentions. We recommend that you keep a copy of this confirmation for your personal records.

If you have any questions or notice any discrepancies, please contact our customer service department at [Phone Number] or via email at [Email Address].

Thank you for choosing [Company Name].

Sincerely,

[Sender Name]
[Title/Department]
[Company Name]