Date: [Insert Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Notice of Approved Beneficiary Reallocation

Dear [Recipient Name],

This letter is to formally notify you that your request for the reallocation of beneficiaries for Account/Policy Number [Insert Number] has been reviewed and officially approved.

As per your instructions, the assets/benefits have been redistributed as follows:

- [Primary Beneficiary Name]: [Percentage/Amount]%
- [Secondary Beneficiary Name]: [Percentage/Amount]%
- [Additional Beneficiary Name]: [Percentage/Amount]%

These changes became effective as of [Insert Effective Date]. Our records have been updated to reflect this new distribution. Please keep a copy of this notice with your permanent legal and financial documents.

If you have any questions regarding this adjustment or if any of the information above is incorrect, please contact our customer service department at [Insert Phone Number] or via email at [Insert Email Address].

Sincerely,

[Your Name/Signature]
[Your Title]
[Company Name]