[Date]

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

**Subject: Confirmation of Beneficiary Information Update**

Dear [Recipient Name],

This letter is to formally confirm that we have successfully updated the beneficiary information for your account(s) ending in [Last 4 Digits of Account Number], as per your recent request dated [Request Date].

The following changes have been finalized in our records:

- **Primary Beneficiary:** [Name] - [Percentage]%
- **Contingent Beneficiary:** [Name] - [Percentage]%

Please review the details above to ensure they are accurate. If any information is incorrect, or if you did not authorize these changes, please contact our support team immediately at [Phone Number] or [Email Address].

We recommend keeping a copy of this confirmation for your personal financial records. You may update your beneficiary designations at any time by submitting a new request form.

Thank you for choosing [Company Name].

Sincerely,

[Sender Name]
[Title]
[Company Name]