

[Date]

[Policy/Account Holder Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

**Subject: Confirmation of Primary Beneficiary Change**

Dear [Name],

This letter is to confirm that we have successfully processed your request to update the primary beneficiary designations for your account/policy number: **[Policy/Account Number]**.

Our records have been updated as follows:

**Updated Primary Beneficiary(ies):**

- [Name of Beneficiary 1] - [Percentage/Share]%
- [Name of Beneficiary 2] - [Percentage/Share]%

These changes are effective as of [Effective Date].

Please review this information carefully to ensure it accurately reflects your intentions. We recommend keeping a copy of this confirmation with your important legal and financial documents.

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

Sincerely,

[Sender Name/Department]

[Company Name]