

[Date]

[Primary Policyholder/Account Holder Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

**Subject: Confirmation of Beneficiary Designation Update**

Dear [Name],

This letter confirms that we have successfully updated the beneficiary designations for your account/policy number: **[Account/Policy Number]**.

As per your recent request dated [Date of Request], the following individuals or entities are now listed as your primary beneficiaries:

- [Full Name of Beneficiary 1] - [Percentage]% Share
- [Full Name of Beneficiary 2] - [Percentage]% Share
- [Full Name of Beneficiary 3] - [Percentage]% Share

The following individuals are listed as your contingent beneficiaries:

- [Full Name of Contingent 1]
- [Full Name of Contingent 2]

Please review the information above 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 confirmation with your important legal documents.

Sincerely,

[Sender Name/Representative Name]

[Company Name]

[Department Name]