[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Financial Institution/Company Name]
[Department Name]
[Address]
[City, State, Zip Code]

RE: Update of Beneficiary Designation to Trust Entity
Account Number(s): [List Account Numbers]

To Whom It May Concern,

I am writing to formally request an update to the beneficiary designations for the above-referenced account(s). I wish to designate my Revocable Living Trust as the primary beneficiary.

Please update your records to reflect the following beneficiary information:

Primary Beneficiary: [Full Name of Trust, e.g., The John Doe Revocable Living Trust]
Date of Trust: [Date the Trust was signed]
Trustee(s): [Name of Trustee(s)]
Tax ID / SSN: [Trust Tax ID or Owner's SSN]
Address: [Address of Trustee/Trust]
Benefit Share: 100%

Attached to this letter, please find the following documents to facilitate this change: [List attachments, e.g., Completed Beneficiary Designation Form, Certificate of Trust].

Please provide written confirmation once this update has been processed. If you require additional forms or information, please contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]