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

[Date]

[Name of Institution/Insurance Company]
[Department Name, e.g., Beneficiary Services]
[Address]
[City, State, Zip Code]

RE: Change of Beneficiary Designation for Account/Policy Number: [Your Account Number]

To Whom It May Concern,

I am writing to formally request a change of beneficiary for the above-referenced account/policy due to a recent change in my marital status. My divorce was finalized on [Date of Divorce].

Please remove [Former Spouse's Name] as a beneficiary from this account. I would like to designate the following individual(s) as my new beneficiary(ies):

Primary Beneficiary:
Name: [Full Name]
Relationship: [Relationship to You]
Social Security Number: [SSN - if required]
Date of Birth: [DOB]
Address: [Address]
Percentage: [100% or other amount]

Contingent Beneficiary (Optional):
Name: [Full Name]
Relationship: [Relationship to You]
Social Security Number: [SSN - if required]
Date of Birth: [DOB]
Address: [Address]
Percentage: [Percentage Amount]

Enclosed is a certified copy of my Divorce Decree as proof of the legal dissolution of my marriage. Please update your records immediately and send a written confirmation once these changes have been processed.

If there are specific forms required by your institution to complete this update, please send them to my address listed above or provide them via email.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: Divorce Decree