

[Company Name]  
[Department Name]  
[Company Address]  
[City, State, Zip Code]

[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Subject: Acknowledgment of Legal Name Change

Dear [Recipient Name],

This letter is to formally acknowledge that we have received and processed your request to update the legal name on your beneficiary record.

Our records have been updated as follows:

- **Previous Name:** [Former Full Name]
- **New Name:** [New Legal Full Name]

The change is now reflected in our system and will be applied to all future correspondence and documentation related to your account/policy. No further action is required from your side at this time.

If you notice any discrepancies or have additional questions regarding your beneficiary status, please contact our office at [Phone Number] or via email at [Email Address].

Thank you for keeping your records current.

Sincerely,

[Sender Name]  
[Job Title]