

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

[Date]

[Company Name]  
[Department Name, e.g., Human Resources or Benefits Department]  
[Company Address]  
[City, State, Zip Code]

Re: Divorce Decree Acknowledgment and Beneficiary Update for [Your Full Name]  
Account/Policy Number: [Your Account or Policy Number]

To Whom It May Concern,

I am writing to formally notify you of a change in my marital status. My divorce was finalized on [Date of Divorce]. I have enclosed a certified copy of my divorce decree for your records.

Pursuant to this change, I would like to update my beneficiary designations for the following accounts/policies:

- [Policy/Account Name 1]
- [Policy/Account Name 2]

Please remove [Former Spouse's Name] as a beneficiary and update my records to reflect the following primary beneficiary:

**Primary Beneficiary:**

Name: [New Beneficiary Name]  
Relationship: [Relationship to You]  
Social Security Number: [SSN - if required]  
Address: [New Beneficiary Address]

**Contingent Beneficiary:**

Name: [Contingent Beneficiary Name]  
Relationship: [Relationship to You]  
Address: [Contingent Beneficiary Address]

Please provide written confirmation once these updates have been processed. If there are additional forms required to complete this change, please send them to my address listed above.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: Certified Copy of Divorce Decree