

[Your Full Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Institution or Trustee Name]
[Contact Person Name, if known]
[Address]
[City, State, Zip Code]

RE: Beneficiary Status and Communication Update for [Account/Estate/Trust Name or Number]

Dear [Name of Trustee or Administrator],

I am writing to formally confirm my status as a beneficiary regarding the above-referenced [Trust/Estate/Account].

Please update your records to ensure that all future correspondence, legal notices, and financial statements are sent directly to me at the following address:

[Full Name]
[Street Address/P.O. Box]
[City, State, Zip Code]

Additionally, please use the following contact information for any digital or urgent communication:

- Phone: [Your Phone Number]
- Email: [Your Email Address]

I request that you provide a written acknowledgment of this update. Furthermore, if there are any pending distributions or upcoming deadlines related to my status, please include that information in your response.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]