

Sample Insurance Company Letter

Letter of Instruction
Request for Beneficiary Change
To Insurance Company

Emma T Doe
1 Toby's Treasure Lane
Very Fortunate, ME 0I812

June 13, 2010

The Insurance Company of America
27 Freedom Blvd, Ste 7
North Fortunate, ME OU812

RE: Policy # _____

To Whom It May Concern:

Please accept this letter of instruction to change my primary beneficiary designation on my above referenced account to the following:

HHPR
PO Box 488
Caribou, ME 04736-0488

501(c)3 Nonprofit Organization ID #: _____

Thank you.

Sincerely,

Emma T. Doe
Policy Owner