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Email: _____

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RE: Insurance Policy Number: _____/Owner: _____/Insured: _____

To whom it may concern:

I am writing to make a change to the insurance policy described above. For reference, the policy number is: _____.

There should be a change made to the primary beneficiary. The primary beneficiary will still be the same individual, but their name has legally changed. The prior name was as follows: _____. The new legal name is as follows: _____. This name change is made due to marriage.

If there is a specific form that must be filled out, please send it to the address or email address at the head of this document.

If you have any questions or anything you would like to discuss with me further, please feel free to contact me.

Sincerely,
