

# Sample Insurance Company Letter

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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