

Confirmation of Customer Records

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Customer Address: [Insert Customer Address]

Dear [Customer Name],

We are writing to confirm that we have received your information and updated our records accordingly. Below are the details we have on file:

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

If any of the information listed above is incorrect, please let us know within the next [Insert Timeframe] so we can update our records.

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Name]

[Your Position]

[Your Contact Information]