

# Membership Account Correction Advice

Date: [Insert Date]

To: [Member's Name]

Address: [Member's Address]

Dear [Member's Name],

We are writing to inform you about a necessary correction to your membership account with us. After a recent review, we found that the following information needs to be updated:

- **Account Number:** [Insert Account Number]
- **Incorrect Information:** [Detail the incorrect information]
- **Correct Information:** [Detail the correct information]

We apologize for any inconvenience this may have caused and assure you that your updated information will be reflected in our system promptly. If you have any questions or require further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]