

Subject: Staff Information Revision

Dear [Staff Name],

We hope this message finds you well. As part of our ongoing effort to maintain accurate and up-to-date staff records, we are reaching out to request your assistance in revising your information.

Could you please take a moment to confirm or update the following details:

- **Full Name:** [Your Full Name]
- **Position:** [Your Position]
- **Department:** [Your Department]
- **Contact Number:** [Your Contact Number]
- **Email Address:** [Your Email Address]

If there are any changes, please reply to this email by [Due Date]. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Company Name]