

Account Information Correction Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that there is an error in the account information associated with your profile. To ensure that your account remains accurate and up-to-date, we kindly ask that you review and correct the following information:

- **Incorrect Information:** [Describe incorrect information]
- **Correct Information:** [Describe correct information]

We request that you respond to this notice by [Insert Response Deadline] to confirm the corrections. You may contact us at [Insert Contact Information] for further assistance.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]