

Account Alteration Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the recent alterations made to your account associated with [Account Number or Reference]. The changes have been successfully processed on [Date of Change].

The following alterations have been made:

- [Detail of alteration 1]
- [Detail of alteration 2]
- [Detail of alteration 3]

If any discrepancies are identified or if you have further questions, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]