

Annual Customer Information Confirmation

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. As part of our commitment to maintaining up-to-date records, we are reaching out to confirm your information as listed in our system.

Your Current Information:

Name: [Customer's Name]

Address: [Customer's Address]

Email: [Customer's Email]

Phone Number: [Customer's Phone Number]

If any of the above information is incorrect or has changed, please contact us by [insert method of contact] or reply to this email by [insert deadline].

Thank you for your continued support. We look forward to serving you in the upcoming year.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]