

Dear [Recipient's Name],

I hope this message finds you well! I wanted to take a moment to kindly remind you about updating your information with us.

It's important to ensure that we have the most current details to serve you better. If you have recently moved, changed jobs, or updated any contact information, please let us know.

Thank you for your attention to this matter! If you have any questions or need assistance, feel free to reach out.

Best regards,
[Your Name]
[Your Position]
[Your Company]