

# Request for Current Customer Information

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. We are in the process of updating our records and would like to request your assistance in providing current customer information related to your account.

Could you please provide the following details:

- Full Name
- Contact Information (phone and email)
- Billing Address
- Shipping Address (if different)

This information will help us ensure that you receive timely updates and services. Please reply to this email or call me directly at [Your Phone Number] with the requested details at your earliest convenience.

Thank you for your attention to this matter. We appreciate your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]