

Solicitation for Creditor Updates

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Creditor's Name]

[Creditor's Company Name]

[Creditor's Company Address]

[City, State, Zip Code]

Dear [Creditor's Name],

I hope this message finds you well. I am reaching out to you in my capacity as [Your Title] at [Your Company Name]. As part of our ongoing efforts to maintain accurate records and foster effective communication, we would like to request updates regarding our account and any changes that may have occurred.

Specifically, we are interested in the following information:

- Recent account statements
- Details regarding any outstanding debts or balances
- Information on any changes in contact or payment terms

Your cooperation is greatly appreciated, and will assist us in ensuring that all records are up-to-date and accurate. Please send the requested information to [Your Email Address] or contact me directly at [Your Phone Number] should you have any questions.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]