

Charity Compliance Update Request

Dear [Donor's Name],

We hope this message finds you well. As part of our commitment to maintaining transparency and compliance with charity regulations, we are updating our records and would like to request your assistance.

We kindly ask you to provide us with your current contact information, including the following:

- Full Name
- Email Address
- Phone Number
- Mailing Address

Your information will be kept confidential and used solely for compliance and communication purposes.

Thank you for your continued support and generosity. We appreciate your help in keeping our records up-to-date.

If you have any questions, please feel free to reach out to us at [charity's contact information].

Warm regards,

[Your Name]

[Your Position]

[Charity Name]

[Charity's Contact Information]