

# Account Information Correction Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that there has been a correction made to your account information associated with [Account Number/ID].

The following information has been updated:

- **Previous Information:** [Detail previous information]
- **Corrected Information:** [Detail corrected information]

If you have any questions or concerns regarding this correction, please do not hesitate to contact us at [Customer Service Phone Number] or [Customer Service Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]