

Request for Verification and Update of Account Details

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the verification and update of my account details associated with the account number [Insert Account Number].

For security purposes, I would like to ensure that the information you have on file is current and accurate. Please find my updated information below:

- Full Name: [Your Full Name]
- Address: [Your Updated Address]
- Phone Number: [Your Updated Phone Number]
- Email: [Your Updated Email]

I would appreciate it if you could confirm the receipt of this request and inform me once my account details have been updated in your records.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]