

Follow-Up on Account Correction Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Follow-Up on Account Correction Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request regarding the correction of my account information, submitted on [Insert Submission Date].

As per our last communication, I understand that the correction process typically takes [Insert Timeframe]. However, I have not received any updates yet.

I would appreciate any information you could provide regarding the status of my request. If further documentation or details are needed from my side, please do not hesitate to let me know.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Account Number]