

# Client Information Update Authorization Request

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Title]

[Insert Company Name]

[Insert Company Address]

[Insert City, State, Zip Code]

Dear [Insert Recipient Name],

I hope this message finds you well. I am writing to formally request an update to my client information on file. Please authorize the necessary changes as outlined below:

## **New Information:**

- **Full Name:** [Insert New Full Name]
- **Email Address:** [Insert New Email Address]
- **Phone Number:** [Insert New Phone Number]
- **Mailing Address:** [Insert New Mailing Address]

I authorize [Insert Company Name] to update my information as per my request and ensure all records are accurate. Please confirm once the updates have been made.

Thank you for your prompt attention to this matter.

Sincerely,

[Insert Your Full Name]

[Insert Your Client ID or Account Number]

[Insert Your Contact Information]