

# Confirmation of Client Data Update Permission

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Dear [Client Name],

We are writing to confirm the recent update to your personal data as requested. The following information has been updated in our records:

- **Name:** [Updated Name]
- **Email:** [Updated Email]
- **Phone Number:** [Updated Phone Number]
- **Address:** [Updated Address]

Please review the changes and ensure that all information is correct. If you did not authorize these changes or if there are any discrepancies, please contact us immediately at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]