

Permission for Client Record Updates

Date: [Insert Date]

To: [Client's Name]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

We are writing to seek your permission to update your client records to ensure that we have the most accurate and current information regarding your account and services.

Please review the following updates we propose to make:

- [Update 1]
- [Update 2]
- [Update 3]

If you agree to these updates, please sign below and return this letter to us at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Contact Information]

Signature of Client

Date