

# Letter of Request to Authorize Client Information Update

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this letter finds you well. We are writing to request your authorization for the updating of your client information in our records. Accurate information helps us serve you better and ensures that you receive all pertinent communications.

Please review the below details that we have on file:

- Name: [Current Name]
- Address: [Current Address]
- Email: [Current Email]
- Phone Number: [Current Phone Number]

If any of these details are incorrect or have changed, kindly provide us with the updated information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

We kindly ask you to sign below to authorize the update of your client information:

Signature: \_\_\_\_\_

Thank you for your attention to this matter. If you have any questions or require further assistance, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]

[Company Email Address]