

# Confirmation of Amendment Request

Date: [Insert Date]

Dear [Recipient's Name],

We have received your request to amend your account information. The details you requested to change are as follows:

- Current Information: [Insert Current Information]
- Requested Change: [Insert Requested Change]

Please review the details above and confirm if everything is correct. Your confirmation will help us proceed with the necessary updates to your account.

If you require any further assistance or have additional changes, feel free to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]