

Letter of Demand for Immediate Update of Account Details

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an immediate update of my account details associated with account number [Your Account Number]. It has come to my attention that my information is outdated, and for security and communication purposes, it is essential that it be corrected without delay.

Please update the following details:

- New Address: [Your New Address]
- New Phone Number: [Your New Phone Number]
- New Email Address: [Your New Email Address]

I would appreciate your prompt attention to this matter and a confirmation once the updates have been made. If you require any further information, please don't hesitate to contact me at the information listed above.

Thank you for your immediate attention to this important matter.

Sincerely,

[Your Name]