

# Request for Current Client Information

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. We are in the process of updating our records and would like to request your current client information to ensure that we have the most accurate data.

Could you please provide the following information:

- Full Name
- Address
- Phone Number
- Email Address
- Any changes to your account preferences

Your cooperation in this matter is greatly appreciated. Please send the information by [Insert Date] to ensure we can continue to serve you without interruption.

Thank you for your attention to this request. If you have any questions or require further clarification, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]