

Child Tax Benefit Information Update

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you about an important update regarding your Child Tax Benefit (CTB) information.

Please review the following details associated with your account:

- **Child Name:** [Child's Name]
- **Date of Birth:** [Child's Date of Birth]
- **Benefit Amount:** [Monthly Benefit Amount]

If you have had any changes to your personal circumstances, including your marital status, income, or number of dependents, please let us know as soon as possible to ensure that your benefits are adjusted accordingly.

For any questions or further assistance, feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]