

Request for Database Information Update

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an update to our retail database information regarding our company, [Your Company Name]. We would like to ensure that all our details are current and accurately reflect our operations.

Current Information:

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

Updated Information:

- Company Name: [Updated Company Name]
- Address: [Updated Address]
- Phone Number: [Updated Phone Number]
- Email: [Updated Email Address]

Please let me know if you require any further information or documentation to complete this update. Your assistance in maintaining accurate records is greatly appreciated.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]