

Retail Database Update Notification Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an update to our retail database to ensure that our records are accurate and up-to-date.

Below are the details that need to be updated:

- **Store Location:** [New Store Location]
- **Contact Person:** [New Contact Person]
- **Phone Number:** [New Phone Number]
- **Email Address:** [New Email Address]

We appreciate your attention to this matter and look forward to your confirmation of the updates. If you have any questions or need further information, please feel free to reach out.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]