

Client Information Update Request

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

As your tax preparer, it is essential for us to maintain accurate and up-to-date information in our records. To ensure that we effectively serve you and comply with all regulations, we kindly ask you to review and update your personal information.

Current Information:

Name: [Current Name]

Address: [Current Address]

Social Security Number: [Current SSN]

Phone Number: [Current Phone Number]

Email: [Current Email]

Updated Information:

Name: [New Name]

Address: [New Address]

Social Security Number: [New SSN]

Phone Number: [New Phone Number]

Email: [New Email]

Thank you for your prompt attention to this matter. Please send the updated information to us by [Insert Deadline]. If you have any questions, feel free to contact us at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]