

Confirmation of Data Adjustment

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm the recent adjustments made to your data as per your request. The following changes have been implemented:

- [Detail of Adjustment 1]
- [Detail of Adjustment 2]
- [Detail of Adjustment 3]

If you have any questions or need further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]