

Notice of Data Modification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that your data has been modified as per your recent request. The changes have taken effect on [Insert Date of Modification].

Details of the modification are as follows:

- **Previous Data:** [Insert Previous Data]
- **New Data:** [Insert New Data]

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]